

Chapter 3.0

OPERATIONS & MAINTENANCE

Summary of Chapter 3.0

This chapter presents operation and maintenance (O&M) requirements for the stormwater management facilities in this manual. It includes:

- 3.1 Applicability of O&M requirements
- 3.2 O&M submittal requirements
 - 3.2.1 for private facilities
 - 3.2.2 for public facilities
- 3.3 O&M Plan Enforcement
 - Form O&M
 - Example of Form O&M
 - Inspection Log Sample
 - Facility-specific O&M plans

To Use This Chapter:

- 1) After using **Chapters 1.0** and **2.0** to complete a stormwater management design for the project, fill out **Form O&M**.
- 2) Form O&M includes a blank section to insert a **site plan**, or attach a separate site plan sheet showing the location of the stormwater management facilities on the site, sources of stormwater runoff, and ultimate stormwater disposal point.
- 3) For **private** facilities: Record a copy of **Form O&M** and the **site plan** with the applicable county Department of Assessment and Taxation.
- 4) Submit a recorded copy of these sheets, along with the **facility-specific O&M plan** for each stormwater management facility used on-site, with the permit application. The O&M activities listed on the facility-specific O&M forms, which will be on file with BES, may later be revised with BES approval.
- 5) For **public** facilities: Submit a copy of an O&M plan with the public works permit application. County recording of this plan is not necessary.

Note: Enforcement rules regarding the inspection, operations, and maintenance of stormwater management facilities can be found in the *BES Enforcement Administrative Rules*, not included in this manual. Contact Dawn Hottenroth at 503-823-7767 for a copy of this document.

3.1 APPLICABILITY

The operations and maintenance (O&M) requirements in this chapter apply to:

- All stormwater management facilities and related facility components identified in [Chapter 2.0](#).

Exceptions: 1) Developments treating less than 1,000 square-feet of impervious surface with new trees do not need to submit or record O&M plans for the new trees used as simplified approaches.

2) O&M plans do not need to be submitted for existing tree canopy.

- City personnel are responsible for the operations and maintenance of capital improvement projects. These CIP projects may or may not include requirements for maintenance in the contract specifications when contractors are hired to perform work.

This chapter provides a [facility-specific O&M plan](#) that identifies the O&M requirements for each type of facility included in this manual. If a stormwater facility that is not included in this manual is used (such as a manufactured stormwater treatment technology) it is still necessary to prepare and submit an O&M plan, along with facility-specific O&M activities that complies with the requirements of this chapter.

3.2 O&M SUBMITTAL REQUIREMENTS

3.2.1 Requirements for Privately Maintained Facilities

[Form O&M: Operations & Maintenance Plan](#) (see page 3-6) identifies the owner's name, address, and phone number, the site address, financial method used to cover future operation and maintenance, and parties responsible for inspecting and maintaining the facility. It also provides a space to insert a site plan to identify the location of the facility on the site, sources of runoff entering the facility, and ultimate stormwater disposal point. This form must be included with every private stormwater management facility permit application, and must be recorded with the applicable county before permit issuance.

[Facility-specific O&M plans](#) (see page 3-9 through 3-32) identify the specific O&M activities that are required for each type of stormwater management facility. The appropriate plans must be attached to [Form O&M](#) and submitted as part of the stormwater management facility permit application. The facility-

specific O&M plans do not have to be recorded with the county. This allows the future stormwater management facility owner to revise O&M activities, with BES approval, without the need to re-record the O&M plan with the county.

The facility-specific O&M activities for private facilities may be modified any time after permit issuance. This is optional, and is intended to give the owner an opportunity to adjust maintenance needs according to site-specific history and conditions. Proposed modifications to the O&M plan must be submitted to BES for review and approval.

City Code requires an **Inspection and Maintenance Log** to be kept by facility owners. In general, the log should note all inspection dates, the facility components that were inspected, and any maintenance or repairs made. The facility-specific O&M plans can serve as a checklist for what should be included in the log (e.g. the facility elements that need to be inspected, frequency of inspection, conditions that indicate maintenance is needed, etc.). See page 3-8 for an **inspection and maintenance log sample**.

3.2.2 Requirements for City-Maintained Facilities

A stormwater management facility that receives stormwater runoff from a public right-of-way shall become a public (City-maintained) facility unless the right-of-way is not part of the City's road maintenance system. Facilities that will become City-maintained must be constructed under a public works permit.

For facilities built under a public works permit a preliminary O&M plan shall be submitted before construction, as part of the applicant's public works permit application package. **Form O&M** and **facility-specific O&M plans** may be used to serve as the O&M plan. In addition, the applicant shall demonstrate on the public works plans that the City can achieve the specified O&M activities. This may involve the construction of maintenance access roads and the dedication of public access easements.

Contractors building facilities under a public works permit are responsible for maintaining all site stormwater management features, including their associated vegetative components, during a 2-year maintenance warranty period.

At the end of this period, BES requires a modified O&M plan for all site features, based on experience with the site over the 2 years. Final facility sign-off will not be given until the modified O&M plan has been submitted. Contractors working directly for the City shall follow the specifications in their contracts.

3.3 O&M PLAN ENFORCEMENT

City code Chapter 17.38 requires that all stormwater management facilities, constructed to comply with the requirements of this manual, must be properly operated and maintained for the life of the facility. City staff has the right and responsibility to inspect facilities to assure they are being properly operated and maintained. It is the intent of BES to use education and technical assistance to ensure the proper O&M of private facilities. Administrative rules and procedures regarding BES inspection and enforcement activities for assurance of proper O&M can be found in the BES Enforcement Administrative Rules package, not included in this manual. For a copy of this document, contact Dawn Hottenroth at 503-823-7767.

**FORM O&M: OPERATIONS & MAINTENANCE PLAN
INSTRUCTIONS**

The following are instructions to prepare and file Form O&M: Operations & Maintenance Plan for a stormwater management facility.

City of Portland Code Section 17.38.040 states that "All new development, redevelopment, plats, site plans, building permits or public works projects, as a condition of approval, shall be required to submit an operation and maintenance plan for the required stormwater quality and quantity control facilities for review and approval by the Bureau of Environmental Services."

Failure to properly operate or maintain the water quality or quantity control facility according to the operation and maintenance plan may result in a civil penalty, as specified in 17.38.045: Enforcement.

A copy of the operation and maintenance plan shall be filed with the Bureau of Environmental Services. Completed O&M Plans shall be submitted to:

Document Services
1900 SW Fourth Ave., Suite 5000
Portland, OR 97201

The operation and maintenance plan shall be recorded and filed with the appropriate county Department of Assessment and Taxation. The O&M plan must be recorded in the county where the property site is located. Form O&M with a site plan must be recorded. Additional plans of the facility and facility-specific O&M activities will be retained at the Portland Building – 1200 SW 5th Avenue, Room 1000.

Before recording the O&M plan, the applicant shall sign the form, and the signature shall be notarized. When completed accurately, this form meets the recording requirements in Multnomah, Clackamas, and Washington Counties. The notarized O&M plan may be submitted in person or mailed, along with payment of the applicable fees, to the appropriate county. Each county provides a web site and telephone number with recorded information to answer commonly asked questions about the recording procedures.

County Recorder's Office Addresses and Fees
(as of June 2001)

Multnomah

Multnomah County Recorder
Room 158
501 SE Hawthorne St.
Portland, OR 97214

[Http://www.co.multnomah.or.us/at/services.html](http://www.co.multnomah.or.us/at/services.html)

Phone: 503-988-3326

\$19 first page, \$5 each additional page

Washington

Washington County Recording Office
155 N. First Ave.
Suite 130, MS 9
Hillsboro, OR 97124

[Http://www.co.washington.or.us/deptmts/at/recordng/record.htm](http://www.co.washington.or.us/deptmts/at/recordng/record.htm)

Phone: 503-846-8751

\$22 first page, \$5 each additional page

Clackamas

Clackamas County Recording Division
104 11th St.
Oregon City, OR 97045

[Http://www.co.clackamas.or.us/recording/legible.htm](http://www.co.clackamas.or.us/recording/legible.htm)

Phone: 503-655-8661

\$26 first page, \$5 each additional page

FORM O&M: OPERATIONS & MAINTENANCE PLAN

INSTRUCTIONS (PAGE 2)

1: Fill out Form O&M (Page 3-6)

Project building application number: City staff will insert this number.

Owner: Print the name of the property owner.

Phone no.: Print the area code and 7-digit phone number of the property owner.

Mailing address: Print the property owner's mailing address, including zip code. After the plan is recorded with the county recorder's office, a copy of the recorded O&M Plan will be mailed to this address. The City will also use this address if further correspondence is required.

Site address: Print the address of the property where the stormwater management facility is located.

Site legal description: Print the property's legal description. Property legal descriptions may be obtained from the county assessor's office.

Signature: Sign the O&M plan form under "filer" in the presence of a notary.

Site plan: Include a site plan showing the facility location (in relation to building structures or other permanent monuments on the site), the sources of runoff entering the stormwater facility, and where stormwater will be discharged to after leaving the facility. The site plan can be inserted on Form O&M or included as a separate sheet.

Description of the financial method used to cover future operations and maintenance:
Check the appropriate box.

Party (ies) responsible for maintenance:

Provide the name, address, and phone number (both daytime and after-hours numbers) for the person or company who shall be responsible for maintaining or directly supervising the maintenance of the stormwater facilities described in the O&M Plan.

Maintenance practices and schedule for the stormwater management facility:

Provide the date the O&M Plan was prepared, the date the plan was revised (if applicable), and the month and year of the stormwater management facility installation. Provide the name, firm (if applicable), and address of the person who prepared the O&M Plan.

FORM O&M: OPERATIONS & MAINTENANCE PLAN

REQUIRED IN ACCORDANCE WITH CITY CODE CHAPTER 17.38

Project Building Application No.	<i>For official county use only</i>
Owner's Name	
Phone No. (area code required) (____) ____ - ____	
Mailing Address (RETURN ADDRESS FOR RECORDER)	
Site Address	
Site Legal Description	

BY SIGNING BELOW, filer accepts and agrees to the terms and conditions contained in this operations & maintenance plan and in any document executed by filer and recorded with it.

Filer

NOTARIZATION: GIVEN under my hand and official seal
 this _____ day of _____, _____.

Notary Public in and for the State of Oregon:

My Appointment Expires on:

O&M PLAN REQUIRED INFORMATION:

1) Site Plan. Include a site plan showing the facility location (in relation to building structures or other permanent monuments on the site), sources of runoff entering the facility, and where stormwater will be discharged to after leaving the facility.

The stormwater management facility located on this site plan is a required condition of building permit approval for the identified property. The owner of the identified property is required to operate and maintain this facility in accordance with the O&M plan on file with the City of Portland, Bureau of Environmental Services. The requirement to operate and maintain this facility in accordance with the on-file O&M plan is binding on all current and future owners of the property. The O&M plan may be modified under written consent of new owners with written approval by and re-filing with the Bureau of Environmental Services. The O&M plan for this facility is available at the Bureau of Environmental Services, located at 1120 SW 5th Avenue, Room 1000, Portland, Oregon, between the hours of 8 a.m. and 5 p.m., Monday through Friday. Call (503) 823-7761 for assistance.

Site Plan (insert here or include separate sheet):

2) Description of the financial method used to cover future operations and maintenance. Check One:

☐ Homeowner Association ☐ Property Owner Account ☐ Other (describe) _____

3) Party (ies) responsible for maintenance (only if other than owner).

Daytime Phone No. (area code required)(____) ____ - ____	Emergency/ After-Hours Contact Phone No. (____) ____ - ____
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Maintenance Contact & Address _____

4) Maintenance practices and schedule for the stormwater facility is included in the facility-specific O&M plan filed with the Bureau of Environmental Services, City of Portland. The operation and maintenance practices are based on the publication date of the City of Portland's Stormwater Management Manual.

Preparation Date ____ / ____ / ____	Revision Date ____ / ____ / ____	Estimated Date of Installation (month/year) ____ / ____
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Prepared By _____

FORM O&M: OPERATIONS & MAINTENANCE PLAN (Example)

REQUIRED IN ACCORDANCE WITH CITY CODE CHAPTER 17.38

Project Building Application No.

For official county use only

Owner's Name John Doe

Phone No. (area code required) (503) 555 - 5555

Mailing Address (RETURN ADDRESS FOR RECORDER)

XXX NW XXX Street, Portland, OR XXXXX

Site Address

XXX NW XXX Street, Portland, OR XXXXX

Site Legal Description

Section XX, Township XX, Range XX, Tax Lot XX

BY SIGNING BELOW, filer accepts and agrees to the terms and conditions contained in this operations & maintenance plan and in any document executed by filer and recorded with it.

John Doe
Filer

NOTARIZATION: GIVEN under my hand and official seal
this _____ day of _____, _____.

Notary Public in and for the State of Oregon:

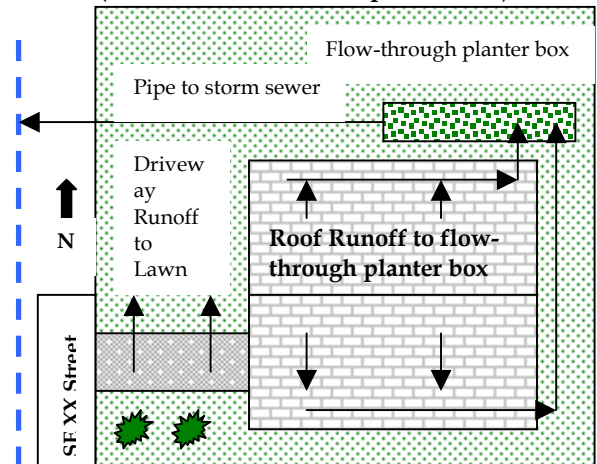
My Appointment Expires on:

O&M PLAN REQUIRED INFORMATION:

- 1) **Site Plan.** Include a site plan showing the facility location (in relation to building structures or other permanent monuments on the site), sources of runoff entering the facility, and where stormwater will be discharged to after leaving the facility.

The stormwater management facility located on this site plan is a required condition of building permit approval for the identified property. The owner of the identified property is required to operate and maintain this facility in accordance with the O&M plan on file with the City of Portland, Bureau of Environmental Services. The requirement to operate and maintain this facility in accordance with the on-file O&M plan is binding on all current and future owners of the property. The O&M plan may be modified under written consent of new owners with written approval by and re-filing with the Bureau of Environmental Services. The O&M plan for this facility is available at the Bureau of Environmental Services, located at 1120 SW 5th Avenue, Room 1000, Portland, Oregon, between the hours of 8 a.m. and 5 p.m., Monday through Friday. Call (503) 823-7761 for assistance.

Site Plan (insert here or include separate sheet):



- 2) **Description of the financial method used to cover future operations and maintenance. Check One:**

☐ Homeowner Association ☒ Property Owner Account ☐ Other (describe) _____

- 3) **Party (ies) responsible for maintenance (only if other than owner).** Owner Responsible

Daytime Phone No. (area code required) (503) xxx-xxxx

Emergency / After-Hours Contact Phone No. (503) xxx-xxxx

Maintenance Contact & Address Garden Guy Landscaping XXX NE XX Street Portland, OR 97XXX

- 4) **Maintenance practices and schedule for the stormwater facility is included in the facility-specific O&M plan filed with the Bureau of Environmental Services, City of Portland. The operation and maintenance practices are based on the publication date of the City of Portland's Stormwater Management Manual.**

Preparation Date XX/XX/200X

Revision Date ____ / ____ / ____

Estimated Date of Installation (month/year) XX/XXXX

Prepared By John Doe

STORMWATER MANAGEMENT FACILITY INSPECTION & MAINTENANCE LOG (SAMPLE)

Property Address:

Inspection Date:

Inspection Time:

Inspected By:

Approximate Date/Time of Last Rainfall:

Type of Stormwater Management Facility:

Location of Facility on Site (In relation to buildings or other permanent structures):

Water levels and observations (Oil sheen, smell, turbidity, etc.):

Sediment accumulation & record of sediment removal:

Condition of vegetation (Height, survival rates, invasive species present, etc.) & record of replacement and management (mowing, weeding, etc.):

Condition of physical properties such as inlets, outlets, piping, fences, irrigation facilities, and side slopes. Record damaged items and replacement activities:

Presence of insects or vectors. Record control activities:

Identify safety hazards present. Record resolution activities:

FACILITY-SPECIFIC OPERATIONS AND MAINTENANCE PLANS

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Ecoroofs and Roof Gardens
Operations & Maintenance Plan

Ecoroofs and Roof Gardens are vegetated roof systems that retain and filter stormwater and provide aesthetic and energy conservation benefits. All facility components, including soil substrate or growth medium, vegetation, drains, irrigation systems (if applicable), membranes, and roof structure shall be inspected for proper operations, integrity of the waterproofing, and structural stability throughout the life of the ecoroof or roof garden. All elements shall be inspected once a month from April through September. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Soil Substrate/ Growing Medium shall be inspected for evidence of erosion from wind or water.

- If erosion channels are evident, they shall be stabilized with additional soil substrate/growth medium and covered with additional plants.

Ecoroof System Structural Components shall be operated and maintained in accordance with manufacturer's requirements. Drain Inlets shall be kept unrestricted.

- Inlet pipe shall be cleared when soil substrate, vegetation, debris or other materials clog the drain inlet. Sources of sediment and debris shall be identified and corrected.
- Determine if drain inlet pipe is in good condition and correct as needed.

Debris and Litter shall be removed to prevent clogging of inlet drains and interference with plant growth.

Vegetation shall be maintained to provide 90% plant cover.

- During the Establishment Period, plants shall be replaced once per month as needed. During the long-term period, dead plants shall generally be replaced once per year in the fall months.
- Fallen leaves and debris from deciduous plant foliage shall be removed.
- Nuisance and prohibited vegetation from the Portland Plant List shall be removed when discovered.
- Dead vegetation shall be removed and replaced with new plants.
- Weeding shall be manual with no herbicides or pesticides used. Weeds shall be removed regularly and not allowed to accumulate.
- Fertilization is not necessary and fertilizers shall not be applied.
- During drought conditions, mulch or shade cloth may be applied to prevent excess solar damage and water loss.
- Mowing of grasses shall occur as needed. Clippings shall be removed.

Irrigation can be accomplished either through hand watering or automatic sprinkler systems. If automatic sprinklers are used, manufacturers' instructions for operations and maintenance shall be followed.

- During the Establishment Period (1-3 years), water sufficient to assure plant establishment and not to exceed ¼ inch of water once every 3 days shall be applied.
- During the long-term period (3+ years), water sufficient to maintain plant cover and not to exceed ¼ inch of water once every 14 days shall be applied.

Spill Prevention measures from mechanical systems located on roofs shall be exercised when handling substances that can contaminate stormwater.

- Releases of pollutants shall be corrected as soon as identified.

Training and/or written guidance information for operating and maintaining ecoroofs shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access and Safety to the ecoroof shall be safe and efficient.

- Egress and ingress routes shall be maintained to design standards. Walkways shall be clear of obstructions and maintained to design standards.

Aesthetics of the ecoroof shall be maintained as an asset to the property owner and community.

- Evidence of damage or vandalism shall be repaired and accumulation of trash or debris shall be removed upon discovery.

Insects shall not be harbored at the ecoroof.

- Standing water creating an environment for development of insect larvae shall be eliminated by manual means. Chemical sprays shall not be used.

Contained Planters Operations & Maintenance Plan	
Contained planters are designed to intercept rainfall that would normally fall on impervious surfaces. In this respect contained planters convert impervious surfaces to pervious ones, decreasing the amount of stormwater runoff from a site. Water should drain through the planter within 3-4 hours after a storm event. All facility components and vegetation shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation and 2 times per year thereafter. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:	
Filter Media consisting of sand or topsoil shall allow stormwater to percolate uniformly through the planter. • The planter shall be excavated and cleaned, and gravel or soil shall be replaced to correct low infiltration rates. • Holes that are not consistent with the design and allow water to flow directly through the planter to the ground shall be plugged. • Litter and debris shall be removed routinely (e.g., no less than quarterly) and upon discovery.	
Planter shall contain filter media and vegetation. • Structural deficiencies in the planter including rot, cracks, and failure shall be repaired.	
Planter Reservoir receives and detains storm water prior to infiltration. If water does not drain from reservoir within 3-4 hours of storm event, sources of clogging shall be identified and corrected. Topsoil may need to be amended with sand or replaced all together.	
Vegetation shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion. • Mulch shall be replenished at least annually. • Planter vegetation shall be irrigated to ensure survival. • Vegetation, large shrubs or trees that limit access or interfere with planter operation shall be pruned or removed. • Fallen leaves and debris from deciduous plant foliage shall be raked and removed. • Nuisance and prohibited vegetation from the Portland Plant List shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species (measured in a 10 x 10 foot plot) shall be removed and replaced. • Dead vegetation shall be removed to maintain less than 10% of area coverage or when planter function is impaired. Vegetation shall be replaced within a specific timeframe, e.g., 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.	
Training and/or written guidance information for operating and maintaining planters shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.	
Access to the stormwater planter shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable. • Obstacles preventing maintenance personnel and/or equipment access to the stormwater planter shall be removed. • Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.	
Insects & Rodents shall not be harbored at the stormwater planter. Pest control measures shall be taken when insects/rodents are found to be present. • Standing water creating an environment for development of insect larvae shall be eliminated. • If sprays are considered, then a mosquito larvicide, such as Bacillus thurengensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor. • Holes in the ground located in and around the stormwater planter shall be filled and compacted.	

Pervious Pavement Operations & Maintenance Plan

Pervious pavement is a permeable pavement surface with an underlying stone reservoir that temporarily stores surface runoff before infiltrating into the subsoil or being collected in underlying drain pipes and being discharged off-site. There are many types of pervious pavement including plastic rings planted with grass, stone or concrete blocks with pore spaces backfilled with gravel or sand, porous asphalt, and porous concrete. Pervious pavement accepts only precipitation, not stormwater runoff. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Surface: In most pervious pavement design, the pavement itself acts as pretreatment to the stone reservoir below. The surface shall be kept clean and free of leaves, debris, and sediment. The surface shall not be overlaid with an impermeable paving surface

- Regular sweeping shall be implemented for porous asphalt or concrete systems.

Overflows or Emergency Spillways are used in the event that the facility's infiltration capacity is exceeded. Overflow devices shall be inspected for obstructions or debris, which shall be removed upon discovery. Overflow or emergency spillways shall be capable of transporting high flows of stormwater to an approved stormwater receiving system.

- Sources of erosion damage shall be identified and controlled when native soil is exposed near the overflow structure.

Vegetation (where applicable) shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion. Vegetation, such as trees and shrubs, should not be located in or around the pervious pavement because roots from trees can penetrate the pavement, and leaves from deciduous trees and shrubs can increase the risk of clogging the surface.

- Vegetation and large shrubs/trees that limit access or interfere with porous pavement operation shall be pruned.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Poisonous, nuisance, dead or odor producing vegetation shall be removed immediately.
- Grass shall be mowed to less than four inches and grass clippings shall be bagged and removed.
- Irrigation shall be provided as needed.

Source Control measures prevent pollutants from mixing with stormwater. Typical non-structural control measures include raking and removing leaves, street sweeping, vacuum sweeping, limited and controlled application of pesticides and fertilizers, and other good house keeping practices.

Spill Prevention measures shall be exercised when handling substances that can contaminate stormwater. A spill prevention plan shall be implemented at all non-residential sites and in areas where there is likelihood of spills from hazardous materials. However, virtually all sites, including residential and commercial, present potential danger from spills. All homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, solvents, pesticides, and cleaning aids that can adversely affect storm water if spilled. It is important to exercise caution when handling substances that can contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

Training and/or written guidance information for operating and maintaining pervious pavement shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the pervious pavement shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable. Obstacles preventing maintenance personnel and/or equipment access to the porous pavement shall be removed. Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

Insects & Rodents shall not be harbored at the pervious pavement. Pest control measures shall be taken when insects/rodents are found to be present.

- Standing water creating an environment for development of insect larvae shall be eliminated.
- If sprays are considered, then a mosquito larvicide, such as Bacillus thurengensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the pervious pavement shall be filled and compacted.

If used at this site, the following will be applicable:

Signage may serve to educate people about the importance or function of the site's stormwater protection measures. It may also discourage behaviors that adversely affect stormwater protection measures. For example, if debris is a problem, a sign reminding people not to litter may partially solve the problem. Broken or defaced signs shall be replaced/repaired.

Vegetated, Grassy, and Street Swales Operations & Maintenance Plan

Swales are planted or grassed open channels that trap pollutants by filtering and slowing flows, allowing particles to settle out. The swale should drain within 48 hours of a storm event. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Swale Inlet (such as curb cuts or pipes) shall maintain a calm flow of water entering the swale.

- Source of erosion shall be identified and controlled when native soil is exposed or erosion channels are forming.
- Sediment accumulation shall be hand-removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4" thick or so thick as to damage or kill vegetation.
- Inlet shall be cleared when conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.
- Rock splash pads shall be replenished to prevent erosion.

Side Slopes shall be maintained to prevent erosion that introduces sediment into the swale.

- Slopes shall be stabilized and planted using appropriate erosion control measures when native soil is exposed or erosion channels are forming.

Swale Media shall allow stormwater to percolate uniformly through the landscape swale. If the swale does not drain within 48 hours, it shall be tilled and replanted according to design specifications.

- Annual or semi-annual tilling shall be implemented if compaction or clogging continues.
- Debris in quantities that inhibit operation shall be removed routinely (e.g., no less than quarterly), or upon discovery.

Swale Outlet shall maintain sheet flow of water exiting swale unless a collection drain is used. Source of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are forming.

- Outlets such as drains and overland flow paths shall be cleared when 50% of the conveyance capacity is plugged.
- Sources of sediment and debris shall be identified and corrected.

Vegetation shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion. Mulch shall be replenished as needed to ensure survival of vegetation.

- Vegetation, large shrubs or trees that interfere with landscape swale operation shall be pruned.
- Fallen leaves and debris from deciduous plant foliage shall be removed.
- Grassy swales shall be mowed to keep grass 4" to 9" in height.
- Nuisance and prohibited vegetation from the Portland Plant List (such as blackberries and English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation and woody material shall be removed to maintain less than 10% of area coverage or when swale function is impaired. Vegetation shall be replaced within 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.

Spill Prevention measures shall be exercised when handling substances that contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

Training and/or written guidance information for operating and maintaining swales shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the swale shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the swale shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

Insects & Rodents shall not be harbored in the swale. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the swale shall be filled.

If used at this site, the following will be applicable:

Check Dams shall control and distribute flow.

- Causes for altered water flow shall be identified, and obstructions cleared upon discovery.
- Causes for channelization shall be identified and repaired.

Vegetated Filters

Operations & Maintenance Plan

Vegetated filters are gently sloped vegetated areas that stormwater runoff is directed to flow and filter through. Stormwater enters the filter as sheet flow from an impervious surface or is converted to sheet flow using a flow spreader. Flow control is achieved using the relatively large surface area and check dams. Pollutants are removed through infiltration and sedimentation. The vegetative filter should drain within 48 hours of storm event. All facility components and vegetation shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Flow Spreader shall allow runoff to enter the vegetative filter as predominantly sheet flow.

- Source of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are forming.
- Sediment build-up near or exceeding 2" in depth shall be removed.

Filter Inlet shall assure unrestricted stormwater flow to the vegetative filter.

- Sources of erosion shall be identified and controlled when native soil is exposed or erosion channels are present.
- Sediment accumulation shall be hand-removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4 inches thick or so thick as to damage or kill vegetation.
- Inlet shall be cleared when conveyance capacity is plugged.
- Rock splash pads shall be replenished to prevent erosion.

Filter Media shall allow stormwater to percolate uniformly through the vegetative filter.

- If the vegetative filter does not drain within 48 hours, it shall be regraded and replanted according to design specifications. Established trees shall not be removed or harmed in this process.
- Debris in quantities more than 2" deep or sufficient to inhibit operation shall be removed routinely (e.g., no less than quarterly), or upon discovery.

Check Dams shall direct and control flow.

- Causes for altered water flow and channelization shall be identified, and obstructions cleared upon discovery.
- Cracks, rot, and structural damage shall be repaired.

Filter Outlet shall allow water to exit the vegetative filter as sheet flow, unless a collection drainpipe is used.

- Sources of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are deeper than 2 inches.
- Outlet shall be cleared when 50% of the conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.

Vegetation shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance and prohibited vegetation from the Portland Plant List (such as blackberries and English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when vegetative filter function is impaired. Vegetation shall be replaced immediately to control erosion where soils are exposed and within 3 months to maintain cover density.

Spill Prevention measures shall be exercised when handling substances that contaminate stormwater.

Releases of pollutants shall be corrected as soon as identified.

Training and/or written guidance information for operating and maintaining vegetated filters shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the vegetative filter shall be safe and efficient. Egress and ingress routes shall be maintained to design standards.

Obstacles preventing maintenance personnel and/or equipment access to the facility shall be removed.

Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

Insects & Rodents shall not be harbored in the vegetated filter. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the vegetated filter shall be filled.

Infiltration and Flow-Through Planters

Operations & Maintenance Plan

Planters are designed to allow runoff to filter through layers of topsoil (thus capturing pollutants) and then either infiltrate into the native soils (infiltration planter) or be collected in a pipe to be discharged off-site (flow-through planter). The planter is sized to accept runoff and temporarily store the water in a reservoir on top of the soil. The flow-through planter is designed with an impervious bottom or is placed on an impervious surface. Water should drain through the planter within 3-4 hours after a storm event. All facility components and vegetation shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Downspout from rooftop or sheet flow from paving allows unimpeded stormwater flow to the planter.

- Debris shall be removed routinely (e.g., no less than every 6 months) and upon discovery.
- Damaged pipe shall be repaired upon discovery.

Splash Blocks prevent splashing against adjacent structures and convey water without disrupting media.

- Any deficiencies in structure such as cracking, rotting, and failure shall be repaired.

Planter Reservoir receives and detains storm water prior to infiltration. Water should drain from reservoir within 3-4 hours of storm event.

- Sources of clogging shall be identified and corrected.
- Topsoil may need to be amended with sand or replaced all together.

Filter Media consisting of sand, gravel, and topsoil shall allow stormwater to percolate uniformly through the planter. The planter shall be excavated and cleaned, and gravel or soil shall be replaced to correct low infiltration rates.

- Holes that are not consistent with the design and allow water to flow directly through the planter to the ground shall be plugged.
- Sediment accumulation shall be hand removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4 inches thick or so thick as to damage or kill vegetation.
- Litter and debris shall be removed routinely (e.g., no less than quarterly) and upon discovery.

Planter shall contain filter media and vegetation.

- Structural deficiencies in the planter including rot, cracks, and failure shall be repaired.

Overflow Pipe safely conveys flow exceeding reservoir capacity to an approved stormwater receiving system.

- Overflow pipe shall be cleared of sediment and debris when 50% of the conveyance capacity is plugged.
- Damaged pipe shall be repaired or replaced upon discovery.

Vegetation shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

- Mulch shall be replenished at least annually.
- Vegetation, large shrubs or trees that limit access or interfere with planter operation shall be pruned or removed.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance or prohibited vegetation from the Portland Plant List shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when planter function is impaired. Vegetation shall be replaced within a specific timeframe, e.g., 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.

Spill Prevention measures shall be exercised when handling substances that contaminate stormwater.

Releases of pollutants shall be corrected as soon as identified.

Training and/or written guidance information for operating and maintaining stormwater planters shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the stormwater planter shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the stormwater planter shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

Insects & Rodents shall not be harbored in the stormwater planter.

Pest control measures shall be taken when insects/rodents are found to be present.

If sprays are considered, then a mosquito larvicide, such as Bacillus thurendensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.

Holes in the ground located in and around the stormwater planter shall be filled and compacted.

Vegetated Infiltration Basins Operations & Maintenance Plan

A **vegetated Infiltration Basin** is a vegetated depression created by excavation, berms, or small dams to provide for short-term ponding of surface water until it percolates into the soil. The basin shall infiltrate stormwater within 24 hours. All facility components and vegetation shall be inspected for proper operations and structural stability, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Basin Inlet shall assure unrestricted stormwater flow to the vegetated basin.

- Sources of erosion shall be identified and controlled when native soil is exposed or erosion channels are present.
- Inlet shall be cleared when conveyance capacity is plugged.
- Rock splash pads shall be replenished to prevent erosion.

Embankment, Dikes, Berms & Side Slopes retain water in the infiltration basin.

- Structural deficiencies shall be corrected upon discovery:
- Slopes shall be stabilized using appropriate erosion control measures when soil is exposed/ flow channels are forming.
- Sources of erosion damage shall be identified and controlled.

Overflow or Emergency Spillway conveys flow exceeding reservoir capacity to an approved stormwater receiving system.

- Overflow shall be cleared when 25% of the conveyance capacity is plugged.
- Sources of erosion damage shall be identified and controlled when soil is exposed.
- Rocks or other armament shall be replaced when only one layer of rock exists.

Filter Media shall allow stormwater to percolate uniformly through the infiltration basin. If water remains 36-48 hours after storm, sources of possible clogging shall be identified and corrected.

- Basin shall be raked and, if necessary, soil shall be excavated, and cleaned or replaced.

Sediment/ Debris Management shall prevent loss of infiltration basin volume caused by sedimentation. Gauges located at the opposite ends of the basin shall be maintained to monitor sedimentation.

- Sediment and debris exceeding 4" in depth shall be removed every 2-5 years or sooner if performance is affected.
- Restricted sources of sediment and debris, such as discarded lawn clippings, shall be identified and prevented.

Vegetation shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

- Mulch shall be replenished as needed to ensure healthy plant growth.
- Vegetation, large shrubs or trees that limit access or interfere with basin operation shall be pruned or removed.
- Grass shall be mowed to 4"-9" high and grass clippings shall be removed no less than 2 times per year.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance or prohibited vegetation from the Portland Plant List (such as blackberries or English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when infiltration basin function is impaired. Vegetation shall be replaced within 3 months, or immediately if required to control erosion.

Spill Prevention measures shall be exercised when handling substances that contaminate stormwater.

Releases of pollutants shall be corrected as soon as identified.

Training and/or written guidance information for operating and maintaining vegetated infiltration basins shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the infiltration basin shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the infiltration basin shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

Insects & Rodents shall not be harbored in the infiltration basin. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the infiltration basin shall be filled.

If used at this site, the following will be applicable:

Fences shall be maintained to preserve their functionality and appearance.

- Collapsed fences shall be restored to an upright position, damaged fences shall be repaired or replaced.

Sand Filters Operations & Maintenance Plan	
Sand filters consist of a layer of sand in a structural box used to trap pollutants. The water filters through the sand and then flows into the surrounding soils or an underdrain system that conveys the filtered stormwater to a discharge point. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, and 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:	
Filter Inlet shall allow water to uniformly enter the sand filter as calm flow, in a manner that prevents erosion. • Inlet shall be cleared of sediment and debris when 40% of the conveyance capacity is plugged. • Source of erosion shall be identified and controlled when native soil is exposed or erosion channels are forming. • Sediment accumulation shall be hand-removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4 inches thick or so thick as to damage or kill vegetation. • Rock splash pads shall be replenished to prevent erosion.	
Reservoir receives and detains stormwater prior to infiltration. If water does not drain within 2-3 hours of storm event, sources of clogging shall be identified and correction action taken. • Debris in quantities more than 1 cu ft or sufficient to inhibit operation shall be removed routinely (e.g., no less than quarterly), or upon discovery. • Structural deficiencies in the sand filter box including rot, cracks, and failure shall be repaired upon discovery.	
Filter Media shall allow stormwater to percolate uniformly through the sand filter. If water remains 36-48 hours after storm, sources of possible clogging shall be identified and corrected. • Sand filter shall be raked and if necessary, the sand/gravel shall be excavated, and cleaned or replaced. • Sources of restricted sediment or debris (such as discarded lawn clippings) shall be identified and prevented. • Debris in quantities sufficient to inhibit operation shall be removed no less than quarterly, or upon discovery. • Holes that are not consistent with the design structure and allow water to flow directly through the sand filter to the ground shall be filled.	
Underdrain Piping (where applicable) shall provide drainage from the sand filter, and Cleanouts (where applicable) located on laterals and manifolds shall be free of obstruction, and accessible from the surface. • Underdrain piping shall be cleared of sediment and debris when conveyance capacity is plugged. Cleanouts may have been constructed for this purpose. • Obstructions shall be removed from cleanouts without disturbing the filter media.	
Overflow or Emergency Spillway conveys flow exceeding reservoir capacity to an approved stormwater receiving system. • Overflow spillway shall be cleared of sediment and debris when 50% of the conveyance capacity is plugged. • Source of erosion damage shall be identified and controlled when erosion channels are forming. • Rocks or other armament shall be replaced when sand is exposed and eroding from wind or rain.	
Vegetation • Vegetation, large shrubs or trees that limit access or interfere with sand filter operation shall be pruned. • Fallen leaves and debris from deciduous plant foliage shall be raked and removed. • Nuisance or prohibited vegetation from the Portland Plant List (such as blackberries or English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed.	
Spill Prevention measures shall be exercised when handling substances that contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.	
Training and/or written guidance information for operating and maintaining sand filters shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.	
Access to the sand filter shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable. • Obstacles preventing maintenance personnel and/or equipment access to the facility shall be removed. • Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.	
Insects & Rodents shall not be harbored in the sand filter. Pest control measures shall be taken when insects/rodents are found to be present. • If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor. • Holes in the ground located in and around the sand filter shall be filled.	

Soakage Trenches

Operations & Maintenance Plan

Soakage Trenches consist of drain rock and sand, and receive stormwater from roof downspouts and/or area drains. There are various components within the system - piping, silt basin and the trench itself. The **Conveyance Piping** consists of an inlet pipe (downspout or area drain), an outlet pipe located between the silt basin and the soakage trench, and a perforated pipe, located on top of the aggregate bed of the soakage trench. The **Silt Basin** is a structure receiving runoff from an inlet pipe and conveying it to the soakage trench. The silt basin serves as the pre-treatment system for the soakage trench, removing sediments and other debris that can impact its proper functioning. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first two years from the date of installation, then two times per year afterwards, or within 48 hours after each major storm. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Soakage trench infiltration: If water is noticed on top of the trench within 48 hours of a major storm, the soakage trench may be clogged.

- Check for debris/sediment accumulation, rake and remove and evaluate upland causes (erosion, surface or roof debris, etc
- Assess the condition of the aggregate and the filter fabric in the trench. If there is sediment in the aggregate, excavate and replace.
- If there is a tear in the filter fabric, repair or replace.

Conveyance Piping: If water ponds over the trench for more than 48 hours after a major storm and no other cause is identified, it may be necessary to remove the filter fabric to determine if the perforated pipe is clogged with sediment or debris.

- Any debris or algae growth located on top of the soakage trench should be removed and disposed of properly.
- If the piping has settled more than 1-inch, add fill material. If there are cracks or releases, replace or repair the pipe. If there are signs of erosion around the pipe, this may be an indication of water seeping due to a crack or break.

Silt Basin: If water remains in the soakage trench for 36-48 hours after storm, check for sediment accumulation in the silt basin

- If less than 50% capacity remains in the basin or 6" of sediment has accumulated, remove and dispose the sediment.

Spill Prevention: Virtually all sites, including residential and commercial, present dangers from spills. All homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, nail polish remover, pesticides, and cleaning aids that can adversely affect groundwater if spilled. It is important to exercise caution when handling substances that can contaminate stormwater.

- Activities that pose the chance of hazardous material spills shall not take place near soakage trenches.

A **Shut-Off Valve or Flow-Blocking Mechanism** may have been required with the construction of the soakage trench to temporarily prevent stormwater from flowing into it, in the event of an accidental toxic material spill. This may also involve mats kept on-site that can be used to cover inlet drains in parking lots. The shut-off valve shall remain in good working order, or if mats or other flow-blocking mechanisms are used, they shall be kept in stock on-site.

Training and/or written guidance information for operating and maintaining soakage trenches shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the soakage trench is required for efficient maintenance. Egress and ingress routes will be maintained to design standards at inspections.

Insects & Rodents shall not be harbored in the soakage trench. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the soakage trench shall be filled.

Wet, Extended Wet Detention, and Dry Detention Ponds

Operations & Maintenance Plan

Wet Ponds are constructed ponds with a permanent pool of water. Pollutants are removed from stormwater through gravitational settling and biologic processes. **Extended Wet Ponds** are constructed ponds with a permanent pool of water and open storage space above for short-term detention of large storm events. Pollutants are removed from stormwater through gravitational settling and biologic processes. **Dry Detention Ponds** are constructed ponds with temporary storage for the detention of large storm events. The stormwater is stored and released slowly over a matter of hours. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, and 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Pond Inlet shall assure unrestricted stormwater flow to the wet pond.

- Inlet pipe shall be cleared when conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.
- Determine if pipe is in good condition:
 - If more than 1 inch of settlement, add fill material and compact soils.
 - If alignment is faulty, correct alignment.
 - If cracks or openings exist indicated by evidence of erosion at leaks, repair or replace pipe as needed.

Forebay traps coarse sediments, reduces incoming velocity, and distributes runoff evenly over the wet pond. A minimum 1-foot freeboard shall be maintained.

- Sediment buildup exceeding 50% of the facility capacity shall be removed every 2-5 years, or sooner if performance is being affected.

Embankment, Dikes, Berms & Side Slopes retain water in the wet pond.

- Slopes shall be stabilized using appropriate erosion control measures when native soil is exposed or erosion channels are forming.
- Structural deficiencies shall be corrected upon discovery:
 - If cracks exist, repair or replace structure.
 - If erosion channels deeper than 2 inches exist, stabilize surface. Sources of erosion damage shall be identified and controlled.

Control Devices (e.g., weirs, baffles, etc.) shall direct and reduce flow velocity. Structural deficiencies shall be corrected upon discovery:

- If cracks exist, repair or replace structure.

Overflow Structure conveys flow exceeding reservoir capacity to an approved stormwater receiving system.

- Overflow structure shall be cleared when 50% of the conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.
- Sources of erosion damage shall be identified and controlled when native soil is exposed at the top of overflow structure or erosion channels are forming.
- Rocks or other armoring shall be replaced when only one layer of rock exists above native soil.

Sediment & Debris Management shall prevent loss of wet pond volume caused by sedimentation.

- Wet ponds shall be dredged when 1 foot of sediment accumulates in the pond.
- Gauges located at the opposite ends of the wet pond shall be maintained to monitor sedimentation. Gauges shall be checked 2 times per year.
- Sources of restricted sediment or debris, such as discarded lawn clippings, shall be identified and prevented.
- Debris in quantities sufficient to inhibit operation shall be removed routinely, e.g. no less than quarterly, or upon discovery.

Wet, Extended Wet Detention, and Dry Detention Ponds

Operations & Maintenance Plan

Vegetation shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion and minimizing solar exposure of open water areas.

- Mulch shall be replenished at least annually.
- Vegetation, large shrubs or trees that limit access or interfere with wet pond operation shall be pruned or removed.
- Grass (where applicable) shall be mowed to 4"-9" high and grass clippings shall be removed.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance or prohibited vegetation from the Portland Plant List (such as blackberries or English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when wet pond function is impaired. Vegetation shall be replaced within 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.
- Vegetation producing foul odors shall be eliminated.

Spill Prevention measures shall be exercised when handling substances that can contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

Training and/or written guidance information for operating and maintaining ponds shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the wet pond shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the wet pond shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

Insects & Rodents shall not be harbored in the pond. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the pond shall be filled.

If used at this site, the following will be applicable:

Signage shall clearly convey information.

- Broken or defaced signs shall be replaced or repaired.

Fences shall be maintained to preserve their functionality and appearance.

- Collapsed fences shall be restored to an upright position.
- Jagged edges and damaged fences shall be repaired or replaced.

Constructed Treatment Wetlands

Operations & Maintenance Plan

Constructed Treatment Wetlands remove pollutants through several processes: sedimentation, filtration, and biological processes. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, and 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Wetland Inlet shall assure unrestricted stormwater flow to the wetland.

- Inlet pipe shall be cleared when conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.
- Determine if pipe is in good condition:
 - If more than 1 inch of settlement, add fill material and compact soils.
 - If alignment is faulty, correct alignment.
 - If cracks or openings exist indicated by evidence of erosion at leaks, repair or replace pipe as needed.

Forebay traps coarse sediments, reduces incoming velocity, and distributes runoff evenly over the wetland. A minimum 1-foot freeboard shall be maintained.

- Sediment buildup exceeding 50% of the facility capacity shall be removed every 2-5 years, or sooner if performance is being affected.

Embankment, Dikes, Berms & Side Slopes retain water in the wetland.

- Slopes shall be stabilized using appropriate erosion control measures when native soil is exposed or erosion channels are forming.
- Structural deficiencies shall be corrected upon discovery:
 - If cracks exist, repair or replace structure.
 - If erosion channels deeper than 2 inches exist, stabilize surface. Sources of erosion damage shall be identified and controlled.

Control Devices (e.g., weirs, baffles, etc.) shall direct and reduce flow velocity.

- Structural deficiencies shall be corrected upon discovery:
- If cracks exist, repair or replace structure.

Overflow Structure conveys flow exceeding reservoir capacity to an approved stormwater receiving system.

- Overflow structure shall be cleared when 50% of the conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.
- Sources of erosion damage shall be identified and controlled when native soil is exposed at the top of overflow structure or erosion channels are forming.
- Rocks or other armament shall be replaced when only one layer of rock exists above native soil.

Sediment & Debris Management shall prevent loss of wetland volume caused by sedimentation.

- Wetlands shall be dredged when 1 foot of sediment accumulates.
- Gauges located at the opposite ends of the wetland shall be maintained to monitor sedimentation. Gauges shall be checked 2 times per year.
- Sources of restricted sediment or debris, such as discarded lawn clippings, shall be identified and prevented.
- Debris in quantities sufficient to inhibit operation shall be removed routinely, e.g. no less than quarterly, or upon discovery.

Vegetation shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion and minimizing solar exposure of open water areas.

- Mulch shall be replenished when needed.
- Vegetation, large shrubs or trees that limit access or interfere with wetland operation shall be pruned.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance or prohibited vegetation from the Portland Plant List (such as blackberries or English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when wetland function is impaired. Vegetation shall be replaced within 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.
- Vegetation producing foul odors shall be eliminated.

Constructed Treatment Wetlands Operations & Maintenance Plan
Spill Prevention measures shall be exercised when handling substances that can contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.
Training and/or written guidance information for operating and maintaining treatment wetlands shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.
Access to the wetland shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable. • Obstacles preventing maintenance personnel and/or equipment access to the wetland shall be removed. • Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.
Insects & Rodents shall not be harbored in the constructed treatment wetland. Pest control measures shall be taken when insects/rodents are found to be present. • If sprays are considered, then a mosquito larvicide, such as Bacillus thurendensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor. • Holes in the ground located in and around the constructed treatment wetland shall be filled.
If used at this site, the following will be applicable:
Signage shall clearly convey information. • Broken or defaced signs shall be replaced or repaired.
Fences shall be maintained to preserve their functionality and appearance. • Collapsed fences shall be restored to an upright position. • Jagged edges and damaged fences shall be repaired or replaced.

Underground Detention Tanks, Vaults, and Pipes

Operations & Maintenance Plan

Underground detention tanks, vaults, and pipes are designed to fill with stormwater during large storm events, slowly releasing it over a number of hours. There are numerous components to each system. **Drain Inlet Pipes** convey stormwater into the detention facility. The **detention Chamber** is the structure in which stormwater accumulates during a storm event. **Orifice Structure/ Outlet Drain Pipe** restricts the flow out of the detention chamber, allowing it to fill up and slowly drain out. The orifice structure is located at the downstream end of the detention chamber. Underground facilities shall be inspected quarterly and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Drain Inlet Pipes shall be inspected for clogging or leaks where it enters the vault or basin during every inspection and cleanout.

- Debris/sediment that is found to clog the inlet shall be removed, tested, and disposed of in accordance with applicable federal and state requirements.

Detention Chamber shall be inspected for cracks or damage during each inspection.

- The detention chamber shall be cleaned out yearly or after an inch of sediment has accumulated. If there is a valve on the outlet pipe it shall be closed otherwise the outlet shall be plugged prior to cleanout. Grit and sediment that has settled to the bottom of the chamber shall be removed during each cleaning.
- Water and sediment in the detention chamber shall be removed, tested, and disposed of in accordance with regulations.
- Cleaning shall be done without use of detergents or surfactants. A pressure washer may be used if necessary.

Orifice Structure/ Outlet Drain Pipe shall be inspected for clogging during unit inspections/cleanouts.

- Debris/sediment that is found to clog the inlet shall be removed, tested, and disposed of in accordance with applicable federal and state requirements.

Vegetation such as trees should not be located in or around the detention facility because roots from trees can penetrate the unit body, and leaves from deciduous trees and shrubs can increase the risk of clogging the intake pipe.

- Large shrubs or trees that are likely to interfere with detention facility operation shall be identified at each inspection then removed.

Source Control measures typically include structural and non-structural controls. Non-structural controls can include street sweeping and other good house keeping practices. It is often easier to prevent pollutants from entering stormwater than to remove them.

- Source control measures shall be inspected and maintained (where applicable).

Spill Prevention procedures require high-risk site users to reduce the risk of spills. However, virtually all sites, including residential and commercial, present dangers from spills. Homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, nail polish remover, pesticides, and cleaning aids that can adversely affect storm water if spilled. It is important for everyone to exercise caution when handling substances that can contaminate stormwater. Spill prevention procedures shall be implemented in areas where there is likelihood of spills from hazardous materials.

Training and/or written guidance information for operating and maintaining detention facilities shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the detention facility is required for efficient maintenance.

Egress and ingress routes shall be open and maintained to design standards.

Signage may serve to educate people about the importance or function of the site's stormwater protection measures. Signs may also discourage behavior that adversely impacts the stormwater protection measures and encourages behavior that enhances or preserves stormwater quality. If debris is a problem, a sign reminding people not to litter may partially solve the problem.

Signage (where applicable) will be maintained and repaired as needed during or shortly after inspections.

Insects & Rodents shall not be harbored in the detention facility. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the detention facility shall be filled.

Drywells

Operations & Maintenance Plan

Drywells are designed to infiltrate stormwater into the ground. Stormwater is piped to drywells from roof downspouts or pollution control facilities such as swales or planters. The pollution control facility is designed to settle out sediments and separate oils and greases from the water before releasing it through a pipe to the drywell. This prolongs the life of the drywell and helps to prevent the contamination of soils and groundwater. The drywell is a concrete or plastic manhole section with many small holes in the sides to allow stormwater to infiltrate into the surrounding soil. The drywell system shall be inspected and cleaned quarterly and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Stormwater Drain Pipe shall be inspected for clogging or leaks where it enters the drywell.

- Debris/sediment that is found to clog the pipe shall be removed and disposed of in accordance with applicable federal and state requirements.

Drywell shall be inspected during each cleanout. Ponding around the catch basins or sedimentation manhole or drywell lids may indicate that the drywell is failing due to siltation, or the clogging of the sediment pores surrounding the drywell. Clogged drywells must be replaced.

Vegetation such as trees should not be located in or around the drywell because roots from trees can penetrate the unit body, and leaves from deciduous trees and shrubs can increase the risk of clogging the intake pipe.

- Large shrubs or trees that are likely to interfere with operation will be identified at each inspection and removed.

Source Control measures typically include structural and non-structural controls. Non-structural controls can include parking lot or street sweeping and other good house keeping practices. It is often easier to prevent pollutants from entering stormwater than to remove them.

- Source control measures shall be inspected and maintained (where applicable).

Spill Prevention procedures require high-risk site users to reduce the risk of spills. However, virtually all sites, including residential and commercial, present dangers from spills. Homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, solvents, pesticides, and cleaning aids that can adversely affect storm water if spilled. It is important to exercise caution when handling substances that can contaminate stormwater. Spill prevention procedures shall be implemented in areas where there is likelihood of spills from hazardous materials.

A **Shut-Off Valve or Flow-Blocking Mechanism** may have been required with the construction of the drywell to temporarily prevent stormwater from flowing into it, in the event of an accidental toxic material spill. This may also involve mats kept on-site that can be used to cover inlet drains in parking lots. The shut-off valve shall remain in good working order, or if mats or other flow-blocking mechanisms are used, they shall be kept in stock on-site.

Training and/or written guidance information for operating and maintaining drywell systems shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the drywell is required for efficient maintenance. Egress and ingress routes shall be open and maintained to design standards.

Insects & Rodents shall not be harbored in the drywell. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the drywell shall be filled.

Signage may serve to educate people about the importance or function of the site's stormwater protection measures. Signs may also discourage behavior that adversely impacts the stormwater protection measures and encourages behavior that enhances or preserves stormwater quality. If debris is a problem, a sign reminding people not to litter may partially solve the problem.

Signage (where applicable) shall be maintained and repaired as needed during or shortly after inspections.

Spill Control Manholes

Operations & Maintenance Plan

Spill Control Manholes operate using the principal that oil and water are immiscible (do not mix) and have different densities. Oil, being less dense than water, floats to the surface. The spill control manhole shall be inspected and cleaned quarterly. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

- **Stormwater Drain Inlet Pipe** shall be inspected for clogging or leaks where it enters the manhole during every inspection and cleanout. Debris/sediment that is found to clog the inlet shall be removed, tested, and disposed of in accordance with applicable federal and state requirements.

Manhole Chamber shall be inspected for cracks or damage during each inspection.

- The manhole shall be cleaned out quarterly. Cleanout shall be done in a manner to minimize the amount of trapped oil entering the outlet pipe. If there is a valve on the outlet pipe it shall be closed otherwise the outlet will be plugged prior to cleanout.
- Water and oil shall be removed, tested, and disposed of in accordance with regulations. Grit and sediment that has settled to the bottom of the chamber shall be removed during each cleaning
- Cleaning shall be done without use of detergents or surfactants. A pressure washer may be used if necessary.

Absorbent Pillows and Pads (where applicable) absorb oil from the separation chamber.

- Replacement shall occur at least twice a year, in the spring and fall, or as necessary to retain oil-absorbing function.

Stormwater Drain Outlet Pipe shall be inspected for clogging or leaks where it exits the manhole. Particular attention shall be paid to ensure that the joint where the tee joins the outlet pipe is watertight.

- Debris/sediment that is found to clog the outlet shall be removed, tested, and disposed of in accordance with applicable federal and state requirements.

Vegetation such as trees should not be located in or around the spill control manhole because roots can penetrate the unit body, and leaves from deciduous trees and shrubs can increase the risk of clogging.

- Large shrubs or trees that are likely to interfere with manhole operation shall be identified at each inspection and removed.

Source Control measures typically include structural and non-structural controls. Non-structural controls can include street sweeping and other good house keeping practices.

- Source control measures shall be inspected and maintained.

Spill Prevention procedures require high-risk site users to reduce the risk of spills. However, virtually all sites, including residential and commercial, present dangers from spills. Homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, nail polish remover, pesticides, and cleaning aids that can adversely affect storm water if spilled. It is important to exercise caution when handling substances that can contaminate stormwater.

Spill prevention procedures shall be implemented in areas where there is likelihood of spills from hazardous materials.

Training and/or written guidance information for operating and maintaining spill control manholes shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

Access to the spill control manhole is required for efficient maintenance. Egress and ingress routes shall be open and maintained to design standards.

Insects & Rodents shall not be harbored in the spill control manhole. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurensensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the manhole shall be filled.

Signage may serve to educate people about the importance or function of the site's stormwater protection measures. Signage (where applicable) shall be maintained and repaired as needed during or shortly after inspections.

New Evergreen and Deciduous Trees

Operations & Maintenance Plan

Trees intercept rainfall and therefore provide a level of pollution reduction and flow control. They also provide shade, helping to cool stormwater runoff. Trees used to meet stormwater management requirements shall be kept on a site and maintained properly to ensure continued stormwater benefits. Trees shall be inspected 2 times a year and within 48 hours of a major wind or storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

Leaves and Debris from the tree shall be regularly raked and disposed of.

- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Poisonous and nuisance vegetation around the tree shall be removed when discovered.
- Dead vegetation shall be pruned from the tree on a regular basis.

Irrigation shall be implemented during the establishment period to ensure tree survival. Hand watering is preferred, but a drip-irrigation system may be used.

Protection of the tree trunk and roots shall ensure tree survival. Care should be taken when digging near tree roots.

Replacement of dead trees shall be with a comparable species if it dies or must be removed for any another reason. The replacement tree shall be a minimum of 6' tall.

Insects & Rodents shall not be harbored in or around the trees. Pest control measures shall be taken when insects/rodents are found to be present.

- If sprays are considered, then a mosquito larvicide, such as Bacillus thurendensis or Altoside formulations can be applied only if absolutely necessary, and only by a licensed individual or contractor.
- Holes in the ground located in and around the trees shall be filled.

