

APPENDIX B

Storm Water Collection Systems Operations

Structural Controls Inspection

General Information

Facility Name:	Facility's ID:
Facility Address:	Inspection Date:

Inspector's Information

Name:	Organization:
Phone #:	Fax #:
Email:	

Inspection Type (Circle one)

Semi-Annual	Storm Event	Follow-up	Assessment
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Structure Type (Circle one)

Retention Pond (wet)	Detention Pond (dry)	Underground Detention	Other:
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Observations

Y	N	N/A	Floatables present?	Y	N	N/A	Illegal dumping?
Y	N	N/A	Litter present?	Y	N	N/A	Public hazards?
Y	N	N/A	Sediment accumulation?	Y	N	N/A	Outlet structure clogged?
Y	N	N/A	Debris accumulation?	Y	N	N/A	Outlet structure damaged?
Y	N	N/A	Illegal discharges?	Y	N	N/A	Poor ground cover?

Comments:

Y	N	N/A	Maintenance required?
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Maintenance Required (Put a check beside work needed)

	Remove floatables		Remove illegal dumping
	Remove litter		Remove public hazards
	Remove sediment		Unclog outlet structure
	Remove debris		Repair outlet structure
	Remove illegal discharges		Repair ground cover

Comments:

Signature:

***Please Remember to Document Totals Removed As Well as the Units
(Example:6.5 cubic feet of sediment removed)***

Structural Controls Maintenance Summary

General Information

Facility Name:	Facility ID:
Crew Leader:	Organization:
Man hours:	Maintenance date:

Maintenance

Actions			Amount Removed	Units (bags, cubic foot, etc.)
Y	N	N/A	Remove floatables?	
Y	N	N/A	Remove litter?	
Y	N	N/A	Remove sediment?	
Y	N	N/A	Remove debris?	
Y	N	N/A	Remove illegal discharges?	
Y	N	N/A	Remove illegal dumping?	
Y	N	N/A	Remove public hazards?	
Y	N	N/A	Unclog outlet structure?	
Y	N	N/A	Repair outlet structure	
Y	N	N/A	Repair ground cover?	

Comments:

Signature:

Standard Operating Procedure for:	
Structural Control Inspection	
Purpose of SOP:	To inspect and maintain structural controls of MS4
ADEM Permit Reference:	Part II.B.1.a.ii.3
Effective Date:	March 2017

Personnel Qualifications

1. Knowledge of the types of structural components associated with storm water management facilities; and,
2. Initial training in the information and data to be collected during an inspection.

Procedural Steps

1. Obtain the necessary equipment and materials needed to perform the inspection. Equipment and materials shall include the following.
 - a. Updated inventory of structural controls
 - b. Structural Controls Quarterly Inspection Form or mobile app; and
 - c. Camera
2. Facility Information
 - a. Verify name, facility ID, location and watershed of structural controls
 - b. Select inspection type
 - c. Select weather conditions
 - d. Select land use
 - e. Identify structure type
 - f. Identify outlet type
 - g. Confirm that it is a structural control
3. Inspection observations
 - a. Walk the perimeter of the structural control and inspect for the items listed;
 - b. Provide comments as necessary to describe observations; and,
 - c. Take pictures to document existing conditions of the structural control.
4. Follow-up actions
 - a. Identify if follow-up actions or maintenance activities are required at the structural control;
 - b. Check the items that require follow-up actions; and,
 - c. Provide comments as necessary to describe the follow-up actions and/or maintenance required.
5. Inspector information
 - a. Complete all items; and,
 - b. Identify if photographs were taken as part of the inspection and attached to the report.
6. Finalize Structural Controls Inspection Form and include applicable photographs
7. Submit the inspection report on the mobile app to the GIS department. The GIS department will provide reports from this data.