

Inspection and Maintenance Plan For Stormwater Management Facilities

**130 Eastern Prom
Portland, Maine**

November 2013

Stormwater management facilities include paved surfaces and the rain garden. During construction activities, the maintenance of all stormwater measures will be the direct responsibility of the Contractor. After acceptance by the Owner, the maintenance of all stormwater management facilities, the establishment of any contract services required for implementing the program, and the keeping of records and maintenance log book will be the responsibility of the owner at 130 Eastern Prom. At a minimum, the following maintenance activities for each stormwater management system shall be performed on the prescribed schedule.

PAVED SURFACES

Accumulations of sediment, wood debris, and winter sand along paved surfaces shall be cleared at least once a month, and periodically during the year on an as-needed basis, to minimize transportation of sediment during rainfall events. Accumulations on pavement may be removed by pavement sweeping or vacuuming. Accumulations of sand along road shoulders may be removed by grading excess sand to the pavement edge and removing it manually or by a front-end loader. Grading of gravel roads, or grading of the gravel shoulders of gravel or paved roads, must be routinely performed to ensure that stormwater drains immediately off the road surface to adjacent buffer areas or stable ditches, and is not impeded by accumulations of graded material on the road shoulder or by excavation of false ditches in the shoulder.

RAIN GARDEN

The rain garden should be inspected after every major storm in the first few months to ensure proper function. Thereafter, the filter should be inspected at least once every six months to ensure that it is draining within 48 hours. The top several inches of the surface shall be replaced with fresh material when water ponds on the surface of the bed for more than 72 hours. The removed sediments should be disposed of in an acceptable manner.

Fertilization of rain garden area should be avoided unless absolutely necessary to establish vegetation. Harvesting and pruning of excessive growth will need to be done occasionally. Weeding to control unwanted or invasive plants may also be necessary.

HOUSEKEEPING

As part of the construction and post-construction controls, the following housekeeping general procedures will apply:

Spill Prevention

A. Material Management Practices:

The following are the material management practices that will be used to reduce the risk of spills or other accidental exposure of materials and substances to storm water runoff:

- Good Housekeeping - The following good housekeeping practices will be followed onsite during the construction project:
 - An effort will be made to store only enough product required to do the job;
 - All materials stored onsite will be sorted in a neat orderly manner in their appropriate containers and, if possible, under a roof, plastic or other weatherproof enclosure;
 - Products will be kept in their original containers with the original manufacturer's label;
 - Substances will not be mixed with one another unless recommended by the manufacturer's;
 - Whenever possible, all of a product will be used up before disposing of the container;
 - Manufacturer's recommendations for proper use and disposal will be followed; and
 - The contractor will inspect daily to ensure proper use and disposal of materials.

- Hazardous Products – These practices are used to reduce the risks associated with hazardous materials:
 - Products will be kept in original containers unless they are not re-sealable;
 - Original labels and material safety data will be retained; they contain important product information; and
 - If surplus product must be disposed of, follow manufacturer, State or Federal recommended methods for proper disposal (whichever is most stringent)

B. Product Specific Practices

The following product specific practices will be followed onsite:

- Petroleum Products: All onsite vehicles will be monitored for leaks and receive regular preventative maintenance to reduce the chance of leakage. Petroleum products will be stored in tightly sealed containers which are clearly labeled. Any asphalt substances used onsite will be applied according to the manufacturer's recommendations.
 - Fertilizers: Fertilizers used will be applied in the amounts as required by the project specifications. Once applied, fertilizer will be worked into the soil to limit exposure to stormwater. Onsite storage will be under plastic or weatherproof enclosure. The contents of any partially used bags of fertilizer will be transferred to a sealable container to avoid spills.
 - Paints: All containers will be tightly sealed and stored when not required for use. Excess paint will not be discharged to the ground, ditches or storm sewer system but will be properly disposed of according to manufacturer's instructions in compliance with federal, state and local regulations.
- C. Spill Control Practices - In addition to the good housekeeping and material management practices discussed in the previous sections of this plan, the following practices will be followed for spill prevention and cleanup:
- Manufacturer's recommended methods for spill cleanup will be clearly posted and site personnel will be made aware of the procedures and the location of the information and cleanup supplies;
 - Materials and equipment necessary for spill cleanup will be kept in the material storage area onsite. Equipment and materials will also include but not limited brooms, dust pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust, and plastic and metal trash containers specifically for this purpose;
 - All spills will be cleaned up immediately after discovered;
 - The spill area will be kept well ventilated and personnel wear appropriate protective clothing to prevent injury from contact with a hazardous substance;
 - The spill prevention plan will be adjusted to include measures to prevent this type of spill from reoccurring and how to clean up the spill if there is another one. A description of the spill, what caused it, and the cleanup measures will also be included; and
 - The Contractor's Superintendent will act as spill prevention and cleanup coordinator. He/she will designate at least personnel who will receive spill prevention and cleanup training. These individuals will each become responsible for a particular phase of prevention and cleanup. The names and responsible spill personnel will be posted in the office trailer onsite.

DISPOSAL

Any sediment or debris removed during maintenance of the stormwater system must be disposed of in accordance with the Maine Solid Waste Disposal Rules.

RECORDKEEPING

The owner of 130 Eastern Prom will keep a written maintenance log that summarizes inspections, maintenance, and any corrective actions taken. The log shall include the date on which each inspection or maintenance task was performed, a description of the inspection findings or maintenance completed, and the name of the inspector or maintenance personnel performing the task. If a maintenance task requires the clean-out of any sediment or debris, the location where the sediment or debris was disposed after removal will be indicated. This log shall be submitted to the Portland Department of Public Services (DPS) by June 30 of each year with a filing fee, established by DPS.

Maintenance Log
Sample Inspection Report:

130 EASTERN PROM
STORMWATER FACILITIES INSPECTION REPORT

NAME: _____ SIGNATURE: _____

TITLE: _____ COMPANY: _____

DATE: _____

OBSERVATIONS:

<u>BMP</u>	<u>Defects</u>	<u>Location(s)</u>	<u>Repair/Action Needed</u>	<u>Date/Action taken</u>
Paved Surfaces	Yes/no			
Rain Garden	Yes/no			