

OPERATION & MAINTENANCE PLAN FOR STORMWATER DRAINAGE SYSTEMS, STRUCTURAL & VEGETATIVE BEST MANAGEMENT PRACTICES (BMPs)

< Please insert name of site >
<Location >

This Operation & Maintenance Plan is to be completed for development or re-development of all commercial, industrial, subdivision and condominium developments that disturb at least one or more acres, including projects less than an acre that are part of a larger common plan of development or sale and require the operation and maintenance of stormwater drainage systems and/or structural and vegetative best management practices and/or structural stormwater controls.

I. Responsibility for Maintenance:

A. During Construction: <name of site> (contractor) has the responsibility to perform the maintenance.

B. Following Construction: <name of site> is responsible to perform the maintenance.

1. Routine maintenance of the stormwater facilities must be completed on a scheduled basis by the owner or lessee. All catchbasins/manholes/rear yard basins, detention basins, flow restrictors, or other stormwater structures must be maintained and inspection on a scheduled basis.
2. Any structural and/or best management practices (BMPs) must be installed and implemented properly to meet the performance standards.
3. If the site is notified by the local DPW, zoning administrator, County Engineer or municipal engineer, either verbally or in writing, within ten (10) calendar days of this notification action is required, unless other acceptable arrangements are made with the County Engineer or responsible authority. Emergency maintenance (when there is endangerment to public health, safety or welfare) shall be performed immediately upon receipt of verbal or written notification. If the <name of site> fails to act within these timeframes, the responsible local township or municipality, or successors may perform the needed maintenance and assess the cost against the <name of site>, plus an administrative fee of 25%.

II. Funding:

The <name of site> is required to pay for all continued maintenance activities.

III. Maintenance Tasks and Schedule:

A. During Construction:

1. Properly plug and abandon existing storm sewer to prevent any sediment from entering the existing system.
2. Establish and maintain 'BMP's to prevent sediment from leaving the site.

B. Post-Construction:

1. Perform scheduled semi-annual inspections and inspections following major storm events to check for floatables and debris within the system. Remove floatables and debris as required.
2. Annually inspect for sediment within the catch basin sumps. Removal of sediment is required if within 12 inches of an inlet or outlet pipe in the structure.
3. Every two (2) years inspect the structural elements of the storm system (restrictor, catch basins, etc.) noting any failures. Correct as needed.

4. If catch basin inserts are in place, inspect every 6 months and replace screens, filters or cloth as necessary for the particular type of insert.
5. Mow detention basins on a regular basis; no cattails, Phragmites, or other plants can grow unrestricted in these basins.
6. Ensure long-term operation and maintenance of all structural and vegetative best management practices installed and implemented.

Note: Update and revise as necessary. Include all structural stormwater controls and the appropriate maintenance and schedule for each.

IV. Records:

- A. The <name of site> shall keep a written log of both preventive and corrective maintenance activities. At minimum, the log shall contain the date of the inspection, the reason for the inspection, the conditions encountered and the resulting activities and any photographs taken for documentation purposes. The log shall be available for review at the request of the SCPWC.
- B. If a site is sold to another, this Operation and Maintenance agreement must be transferred to the new owner and the SCPWC must be informed of the change in ownership within fourteen (14) days of the sale.
- C. Annually, a compliance statement must be sent to dpw@saginawcounty.com. The owner or operator of the site will at minimum provide the date of inspection(s) and any maintenance performed, if applicable. This can be accomplished via email from the responsible party listed below to the email address listed above.
- D. If the owner or operator of the site does not respond to the compliance statement with verification of site inspection and maintenance of stormwater structural controls and best management practices within fourteen (14) days from the day of receiving the email, the responsible local township or municipality, or representative for the responsible local township or municipality, will perform an inspection and an administrative fee will be charged to the owner or operator.

V. Site Access:

- A. If there is a drainage issue/problem on a site that has to do with the storm drainage system, best management practices, or is discharging too much stormwater or water that does not appear to meet water quality standards, the owner must let the responsible local township or municipality, or designee, onto the property for the following:
 1. Inspect the structural or vegetative best management practice(s), drainage issue/problem, or discharge problem.
 2. Perform the necessary maintenance or corrective actions neglected by the BMP owner or operator. The responsible local township or municipality has the option to obtain a contractor to complete the work and charge the owner/developer for costs incurred plus a 25% surcharge for administrative fees.
- B. Any and all necessary maintenance or correction actions that the responsible local township or municipality must perform will be charged to the owner or operator of <name of site>.

VI. Spills:

- *Identify key spill response personnel and train employees on who they are.*
- *Store and maintain appropriate spill cleanup materials in a clearly marked location near storage areas; and train employees to ensure familiarity with the site's spill control plan and/or proper spill cleanup procedures.*
- *Locate spill cleanup materials, such as absorbents, where they will be readily accessible (e.g. near storage and maintenance areas).*

- *If a spill occurs, notify the key spill response personnel immediately. If the material is unknown or hazardous, the local fire department may also need to be contacted.*
- *If the spill gets into the storm drainage system, contact the Saginaw County Public Works Commissioner, or appropriate agency depending on amount of material spilled.*
- *If safe to do so, attempt to contain the material and block the nearby storm drains so that the area impacted is minimized. If the material is unknown or hazardous wait for properly trained personnel to contain the materials.*
- *Spills or leaks from vehicles in parking lots such as oils, antifreeze, or fuels should be addressed immediately when noticed by staff working at the site. The spill MUST be cleaned up using adsorbent materials such as Oil Dry or even kitty litter and then swept up and properly disposed of. DO NOT hose down and wash into the storm drain system, these systems drain directly to rivers in our area and eventually the Great Lakes.*

VII. Operation and Maintenance Verification:

I have read this document and agree to implement the operation and maintenance procedures listed for this site to protect stormwater quality leaving this site and to ensure best management practices are installed and being implemented. I agree to update this document as necessary when there is a change to the site regarding any structural stormwater controls and provide an updated copy to the County within fourteen (14) calendar days.

Authorized Signature

Date

Email address of responsible party: _____

***NOTE:** Any change in email address must be provided to the SCPWC or local municipality within 5 business days from the change of responsible parties.*