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Skagit County Auditor

Permanent Stormwater Control Facilities Operation and Maintenance (O&M) Manual

for:

Gateway Village – Phase 1

Located at:

*Hodgin Street
Sedro-Woolley, WA 98284*

Prepared for:

*Hodgin Corner, LLC
103 N Township St
Sedro-Woolley, WA 98284
PH: 360.826.8808*

Prepared by:

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Mount Vernon, WA 98273
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Grantor – Hodgin Corner LLC

Grantee – Sedro-Woolley Public

Parcel Number – P135489

Assessor Number –

Sec/Twp/Rng – SE ¼ of Section 23, T35N, R4E, Skagit County, WA

Gateway Village – Phase 1
Stormwater Operation and Maintenance Manual

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Revised June 22, 2023

Gateway Village – Phase 1
Stormwater Operation and Maintenance Manual

Organization Responsible for Maintenance of the On-Site Storm System:

Hodgin Corner, LLC (*their successors, or assigns)
103 N Township Road
Sedro-Woolley, WA 98284
PH: 360-826-8808

The Location Where the Operation and Maintenance Manual is to be Kept:

A copy of the final, approved O&M Manual shall be kept on site (Hodgin Street, Sedro-Woolley, WA 98284) and at the office of Hodgin Corner, LLC its successors or assigns.

The final, approved O&M Manual will be recorded in Skagit County at:

1800 Continental Place
Mount Vernon WA 98273
PH: 360-416-1800

Maintenance Responsibilities and Reporting:

All on-site permanent stormwater facilities (*bioretention facility, catch basins, and storm pipes*) shall be maintained in perpetuity in a manner that allows them to function as originally designed. The owner of the property, association or its designated representative, is solely responsible for the inspection, maintenance, repair and replacement of all permanent stormwater facilities located on site and any and all costs associated therewith. The City of Sedro-Woolley is under no obligation to maintain or repair permanent stormwater facilities located on this site.

The owner, association or its designated representative shall submit an annual operation and maintenance report for the permanent stormwater facilities to the City of Sedro-Woolley Public Works Department on or before March 31st of each year for the previous year's inspection and maintenance activities. The report shall include any remedial actions taken, how the actions were completed, who performed them, any problems encountered, and any required follow-up actions such as maintenance, repair or replacement. Annual report and other maintenance records shall be maintained on-site and available to the City upon request.

The City shall have the right to enter onto the property for inspection and compliance purposes. Should inspection reports (either by the property owner, association or by the City) indicate the permanent stormwater facilities are not being properly maintained or show signs of failure and the property owner has not remedied any maintenance standards exceedances, the City of Sedro-Woolley reserves the right but not the obligation to perform work that is necessary to maintain the permanent stormwater facilities that has not been performed by the property owner, and recover any and all costs so incurred by the City from the property owner. Failure to properly maintain the permanent stormwater facilities may also result in City levied fines in accordance with Sedro-Woolley Municipal Code Title 13, Chapter 13.40.

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Description of the On-Site Storm System:

The on-site storm system for Gateway Village site consists of stormwater Best Management Practices (BMPs) including catch basins, storm pipes and a bioretention facility. The primary vehicle for stormwater mitigation is the runoff will be collected and conveyed through catch basins on site and roadside ditches along Hodgin Street and Stendal Street to a bioretention facility located at the northwest corner of the site. All onsite stormwater facilities are privately owned and therefore privately maintained.

The stormwater design includes the use of BMP T7.30, Bioretention to provide effective removal of many stormwater pollutants. Several catch basins, several storm pipes, and roadside ditches along Hodgin Street and Stendal Street will convey and discharge stormwater to the bioretention facility.

Record drawings should be consulted during maintenance, inspection, and repair activities. Record drawings shall be kept at the Skagit County offices.

Description of On-Site BMP Facilities:

Bioretention Facility- BMP T7.30

Bioretention Facilities are shallow landscaped depressions, with a designed soil mix and plants, that receive stormwater from a contributing area. The pollutant removal mechanisms include filtration, adsorption, and biological action. Water that has passed through the bioretention soil mix may be discharged to the ground or collected and discharged to surface water.

See Figure 1 below for the bioretention facility. This detail can also be found in the civil drawings on Sheet C4.5. The designed bioretention facility will have a minimum bottom area of 2,600 square feet with a ponding depth of 1-foot with an additional 6-inch of freeboard. This facility will consist of 3-inch of mulch underlain by 1.5-foot of a biofiltration soil mixture (BSM) with an infiltration rate of 12 in/hr. Under the BSM will be a 1 foot layer of drainage rock with 4-inch perforated pipe. The facility has been sized in accordance with Washington State Department of Ecology (DOE) Standards to treat in excess of 91% of stormwater conveyed to the facility. Excess stormwater will be conveyed into the previously mentioned 30-inch outfall system via a 12-inch riser pipe.

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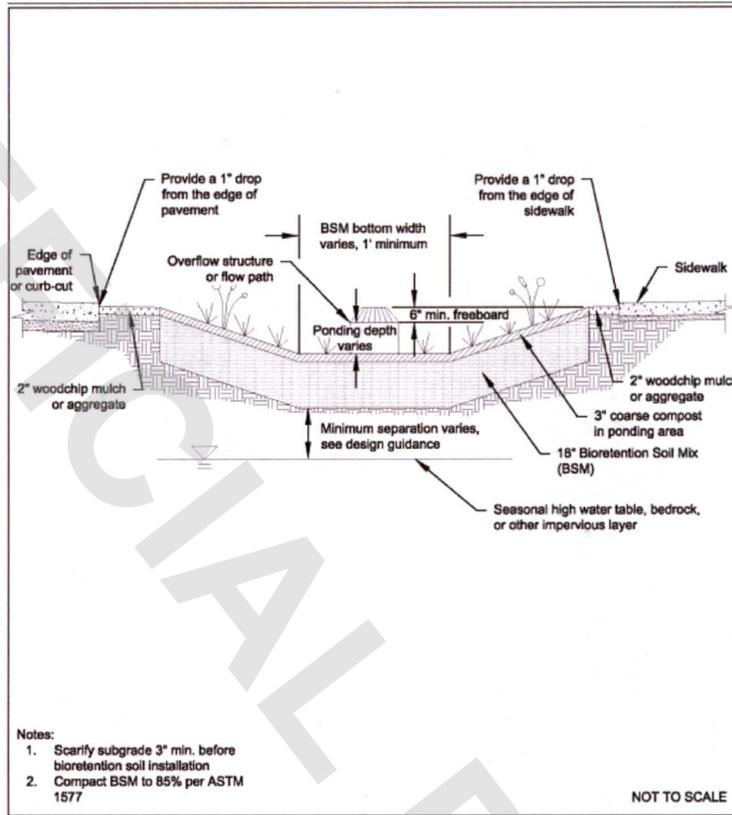


FIGURE 1 Typical Bioretention

Maintenance Procedures:

Bioretention Facilities - BMP T7.30:

Maintenance recommendations for all biofiltration cells per 2019 Stormwater Management Manual for Western Washington Volume V- Chapter 5, BMP T7.30:

- Watering: Plants should be selected to be drought tolerant and not require watering after establishment (2 to 3 years). Watering may be required during prolonged dry periods after plants are established.
- Erosion control: Inspect flow entrances, ponding area, and surface overflow areas periodically, and replace soil, plant material, and/or mulch layer in areas if erosion has occurred. If erosion problems occur, the following should be reassessed: (1) flow volumes from contributing areas and bioretention cell sizing; (2) flow velocities and gradients within the cell; and (3) flow dissipation and erosion protection strategies in the pretreatment area and flow entrance. If sediment is deposited in the bioretention area, immediately determine the source within the contributing area, stabilize and remove excess surface deposits.

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- Sediment removal: Follow the maintenance plan schedule for visual inspection and remove sediment if the volume of the ponding area has been compromised.
- Plant Material: Depending on aesthetic requirements, occasional pruning and removing dead plant material may be necessary. Replace all dead plants and if specific plants have a high mortality rate, assess the cause and replace with appropriate species. Periodic weeding is necessary until plants are established.
- Weeding: Invasive or nuisance plants should be removed regularly and not allowed to accumulate and exclude planted species. At a minimum, schedule weeding with inspections to coincide with important horticultural cycles. Weeding should be done manually and without herbicide applications. The weeding schedule should become less frequent if the appropriate plant species and planting density are used and the selected plants grow to capture the site and exclude undesirable weeds.
- Nutrient and pesticides: The soil mix and plants are selected for optimum fertility, plant establishment, and growth. Nutrient and pesticide inputs should not be required and may degrade the pollutant processing capability of the bioretention area, as well as contribute pollutant loads to receiving waters. By design, bioretention BMPs are located in areas where phosphorus and nitrogen levels may be elevated, and these should not be limiting nutrients. If in question, have soil analyzed for fertility.
- Mulch: Replace mulch annually in bioretention BMPs where heavy metal deposition is high (e.g., contributing areas that include gas stations, ports and roads with high traffic loads). In residential settings or other areas where metals or other pollutant loads are not anticipated to be high, replace or add mulch as needed (likely 3 to 5 years) to maintain a 2 to 3-inch depth.
- Soil: Soil mixes for bioretention BMPs are designed to maintain long-term fertility and pollutant processing capability. Estimates from metal attenuation research suggest that metal accumulation should not present an environmental concern for at least 20 years in bioretention BMPs where heavy metal deposition is likely provides an additional level of protection for prolonged performance. If in question, have soil analyzed for fertility and pollutant levels.

Additional maintenance procedures attached:

Volume V-A: BMP Maintenance Tables of the 2019 Stormwater Management Manual for Western Washington

No. 21 - Maintenance Standards and Procedures for Bioretention Facilities.

Note that the inspection and routine maintenance frequencies listed below are recommended by Ecology. They do not supersede or replace the municipal stormwater permit requirements for inspection frequency required of municipal stormwater permittees for "stormwater treatment and flow control BMPs/facilities."

Maintenance Component	Recommended Frequency *		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Facility Footprint				
Earthen side slopes and berms	B, S		Erosion (gullies/ rills) greater than 2 inches deep around inlets, outlet, and alongside slopes	<ul style="list-style-type: none"> Eliminate cause of erosion and stabilize damaged area (regrade, rock, vegetation, erosion control matting) For deep channels or cuts (over 3 inches in ponding depth), temporary erosion control measures should be put in place until permanent repairs can be made. Properly designed, constructed and established facilities with appropriate flow velocities should not have erosion problems except perhaps in extreme events. If erosion problems persist, the following should be reassessed: (1) flow volumes from contributing areas and bioretention facility sizing; (2) flow velocities and gradients within the facility; and (3) flow dissipation and erosion protection strategies at the facility inlet.
	A		Erosion of sides causes slope to become a hazard	Take actions to eliminate the hazard and stabilize slopes
	A, S		Settlement greater than 3 inches (relative to undisturbed sections of berm)	Restore to design height
	A, S		Downstream face of berm wet, seeps or leaks evident	Plug any holes and compact berm (may require consultation with engineer, particularly for larger berms)
	A		Any evidence of rodent holes or water piping in berm	<ul style="list-style-type: none"> Eradicate rodents (see "Pest control") Fill holes and compact (may require consultation with engineer, particularly for larger berms)
Concrete sidewalls	A		Cracks or failure of concrete sidewalls	<ul style="list-style-type: none"> Repair/ seal cracks Replace if repair is insufficient
Rockery sidewalls	A		Rockery side walls are insecure	Stabilize rockery sidewalls (may require consultation with engineer, particularly for walls 4 feet or greater in height)
Facility area		All maintenance visits (at least biannually)	Trash and debris present	Clean out trash and debris
Facility bottom area	A, S		Accumulated sediment to extent that infiltration rate is reduced (see "Ponded water") or surface storage capacity significantly impacted	<ul style="list-style-type: none"> Remove excess sediment Replace any vegetation damaged or destroyed by sediment accumulation and removal Mulch newly planted vegetation Identify and control the sediment source (if feasible) If accumulated sediment is recurrent, consider adding presettlement or installing berms to create a forebay at the inlet
		During/after fall leaf drop	Accumulated leaves in facility	Remove leaves if there is a risk to clogging outlet structure or water flow is impeded
Low permeability check dams and weirs	A, S		Sediment, vegetation, or debris accumulated at or blocking (or having the potential to block) check dam, flow control weir or orifice	Clear the blockage
	A, S		Erosion and/or undercutting present	Repair and take preventative measures to prevent future erosion and/or undercutting
	A		Grade board or top of weir damaged or not level	Restore to level position

* Frequency: A = Annually; B = Biannually (twice per year); M = Monthly; W = At least one visit should occur during the wet season (for debris/clog related maintenance, this inspection/maintenance visit should occur in the early fall, after deciduous trees have lost their leaves); S = Perform inspections after major storm events (24-hour storm event with a 10-year or greater recurrence interval).

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No. 21 (continued) - Maintenance Standards and Procedures for Bioretention Facilities.

Maintenance Component	Recommended Frequency *		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Facility Footprint (cont'd)				
Ponded water	B, S		Excessive ponding water: Water overflows during storms smaller than the design event or ponded water remains in the basin 48 hours or longer after the end of a storm.	Determine cause and resolve in the following order: 1) Confirm leaf or debris buildup in the bottom of the facility is not impeding infiltration. If necessary, remove leaf litter/debris. 2) Ensure that underdrain (if present) is not clogged. If necessary, clear underdrain. 3) Check for other water inputs (e.g., groundwater, illicit connections). 4) Verify that the facility is sized appropriately for the contributing area. Confirm that the contributing area has not increased. If steps #1-4 do not solve the problem, the bioretention soil is likely clogged by sediment accumulation at the surface or has become overly compacted. Dig a small hole to observe soil profile and identify compaction depth or clogging front to help determine the soil depth to be removed or otherwise rehabilitated (e.g., tilled). Consultation with an engineer is recommended.
Bioretention soil media	As needed		Bioretention soil media protection is needed when performing maintenance requiring entrance into the facility footprint	<ul style="list-style-type: none"> Minimize all loading in the facility footprint (foot traffic and other loads) to the degree feasible in order to prevent compaction of bioretention soils. Never drive equipment or apply heavy loads in facility footprint. Because the risk of compaction is higher during saturated soil conditions, any type of loading in the cell (including foot traffic) should be minimized during wet conditions. Consider measures to distribute loading if heavy foot traffic is required or equipment must be placed in facility. As an example, boards may be placed across soil to distribute loads and minimize compaction. If compaction occurs, soil must be loosened or otherwise rehabilitated to original design state.
Inlets/Outlets/Pipes				
Splash block inlet	A		Water is not being directed properly to the facility and away from the inlet structure	Reconfigure/ repair blocks to direct water to facility and away from structure
Curb cut inlet/outlet	M during the wet season and before severe storm is forecasted	Weekly during fall leaf drop	Accumulated leaves at curb cuts	Clear leaves (particularly important for key inlets and low points along long, linear facilities)
Pipe inlet/outlet	A		Pipe is damaged	Repair/ replace
	W		Pipe is clogged	Remove roots or debris
	A, S		Sediment, debris, trash, or mulch reducing capacity of inlet/outlet	<ul style="list-style-type: none"> Clear the blockage Identify the source of the blockage and take actions to prevent future blockages
		Weekly during fall leaf drop	Accumulated leaves at inlets/outlets	Clear leaves (particularly important for key inlets and low points along long, linear facilities)
		A	Maintain access for inspections	<ul style="list-style-type: none"> Clear vegetation (transplant vegetation when possible) within 1 foot of inlets and outlets, maintain access pathways Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants
Erosion control at inlet	A		Concentrated flows are causing erosion	Maintain a cover of rock or cobbles or other erosion protection measure (e.g., matting) to protect the ground where concentrated water enters the facility (e.g., a pipe, curb cut or swale)

No. 21 (continued) - Maintenance Standards and Procedures for Bioretention Facilities.

Maintenance Component	Recommended Frequency		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Inlets/Outlets/Pipes (cont'd)				
Trash rack	S		Trash or other debris present on trash rack	Remove/dispose
	A		Bar screen damaged or missing	Repair/replace
Overflow	A, S		Capacity reduced by sediment or debris	Remove sediment or debris/dispose
Underdrain pipe	Clean pipe as needed	Clean orifice at least biannually (may need more frequent cleaning during wet season)	<ul style="list-style-type: none"> Plant roots, sediment or debris reducing capacity of underdrain Prolonged surface ponding (see "Ponded water") 	<ul style="list-style-type: none"> Jet clean or rotary cut debris/roots from underdrain(s) If underdrains are equipped with a flow restrictor (e.g., orifice) to attenuate flows, the orifice must be cleaned regularly.
Vegetation				
Facility bottom area and upland slope vegetation	Fall and Spring		Vegetation survival rate falls below 75% within first two years of establishment (unless project O&M manual or record drawing stipulates more or less than 75% survival rate).	<ul style="list-style-type: none"> Determine cause of poor vegetation growth and correct condition Replant as necessary to obtain 75% survival rate or greater. Refer to original planting plan, or approved jurisdictional species list for appropriate plant replacements (See Appendix 3 - Bioretention Plant List, in the LID Technical Guidance Manual for Puget Sound). Confirm that plant selection is appropriate for site growing conditions Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants
Vegetation (general)	As needed		Presence of diseased plants and plant material	<ul style="list-style-type: none"> Remove any diseased plants or plant parts and dispose of in an approved location (e.g., commercial landfill) to avoid risk of spreading the disease to other plants Disinfect gardening tools after pruning to prevent the spread of disease See Pacific Northwest Plant Disease Management Handbook for information on disease recognition and for additional resources Replant as necessary according to recommendations provided for "facility bottom area and upland slope vegetation".
Trees and shrubs		All pruning seasons (timing varies by species)	Pruning as needed	<ul style="list-style-type: none"> Prune trees and shrubs in a manner appropriate for each species. Pruning should be performed by landscape professionals familiar with proper pruning techniques All pruning of mature trees should be performed by or under the direct guidance of an ISA certified arborist
	A		Large trees and shrubs interfere with operation of the facility or access for maintenance	<ul style="list-style-type: none"> Prune trees and shrubs using most current ANSI A300 standards and ISA BMPs. Remove trees and shrubs, if necessary.
	Fall and Spring		Standing dead vegetation is present	<ul style="list-style-type: none"> Remove standing dead vegetation Replace dead vegetation within 30 days of reported dead and dying plants (as practical depending on weather/planting season) If vegetation replacement is not feasible within 30 days, and absence of vegetation may result in erosion problems, temporary erosion control measures should be put in place immediately. Determine cause of dead vegetation and address issue, if possible If specific plants have a high mortality rate, assess the cause and replace with appropriate species. Consultation with a landscape architect is recommended.
	Fall and Spring		Planting beneath mature trees	<ul style="list-style-type: none"> When working around and below mature trees, follow the most current ANSI A300 standards and ISA BMPs to the extent practicable (e.g., take care to minimize any damage to tree roots and avoid compaction of soil). Planting of small shrubs or groundcovers beneath mature trees may be desirable in some cases; such plantings should use mainly plants that come as bulbs, bare root or in 4-inch pots; plants should be in no larger than 1-gallon containers.

No. 21 (continued) - Maintenance Standards and Procedures for Bioretention Facilities.

Maintenance Component	Recommended Frequency *		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Vegetation (cont'd)				
Trees and shrubs (cont'd)	Fall and Spring		Planting beneath mature trees	<ul style="list-style-type: none"> When working around and below mature trees, follow the most current ANSI A300 standards and ISA BMPs to the extent practicable (e.g., take care to minimize any damage to tree roots and avoid compaction of soil). Planting of small shrubs or groundcovers beneath mature trees may be desirable in some cases; such plantings should use mainly plants that come as bulbs, bare root or in 4-inch pots; plants should be in no larger than 1-gallon containers.
	Fall and Spring		Presence of or need for stakes and guys (tree growth, maturation, and support needs)	<ul style="list-style-type: none"> Verify location of facility liners and underdrain (if any) prior to stake installation in order to prevent liner puncture or pipe damage Monitor tree support systems: Repair and adjust as needed to provide support and prevent damage to tree. Remove tree supports (stakes, guys, etc.) after one growing season or maximum of 1 year. Backfill stake holes after removal.
Trees and shrubs adjacent to vehicle travel areas (or areas where visibility needs to be maintained)	A		Vegetation causes some visibility (line of sight) or driver safety issues	<ul style="list-style-type: none"> Maintain appropriate height for sight clearance When continued, regular pruning (more than one time/ growing season) is required to maintain visual sight lines for safety or clearance along a walk or drive, consider relocating the plant to a more appropriate location. Remove or transplant if continual safety hazard Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants
Flowering plants		A	Dead or spent flowers present	Remove spent flowers (deadhead)
Perennials		Fall	Spent plants	Cut back dying or dead and fallen foliage and stems
Emergent vegetation		Spring	Vegetation compromises conveyance	<ul style="list-style-type: none"> Hand rake sedges and rushes with a small rake or fingers to remove dead foliage before new growth emerges in spring or earlier only if the foliage is blocking water flow (sedges and rushes do not respond well to pruning)
Ornamental grasses (perennial)		Winter and Spring	Dead material from previous year's growing cycle or dead collapsed foliage	<ul style="list-style-type: none"> Leave dry foliage for winter interest Hand rake with a small rake or fingers to remove dead foliage back to within several inches from the soil before new growth emerges in spring or earlier if the foliage collapses and is blocking water flow
Ornamental grasses (evergreen)		Fall and Spring	Dead growth present in spring	<ul style="list-style-type: none"> Hand rake with a small rake or fingers to remove dead growth before new growth emerges in spring Clean, rake, and comb grasses when they become too tall Cut back to ground or thin every 2-3 years as needed
Noxious weeds		M (March – October, preceding seed dispersal)	Listed noxious vegetation is present (refer to current county noxious weed list)	<ul style="list-style-type: none"> By law, class A & B noxious weeds must be removed, bagged and disposed as garbage immediately Reasonable attempts must be made to remove and dispose of class C noxious weeds It is strongly encouraged that herbicides and pesticides not be used in order to protect water quality; use of herbicides and pesticides may be prohibited in some jurisdictions Apply mulch after weed removal (see "Mulch")

* Frequency: A = Annually; B = Biannually (twice per year); M = Monthly; W = At least one visit should occur during the wet season (for debris/clog related maintenance, this inspection/maintenance visit should occur in the early fall, after deciduous trees have lost their leaves); S = Perform inspections after major storm events (24-hour storm event with a 10-year or greater recurrence interval).

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No. 21 (continued) - Maintenance Standards and Procedures for Bioretention Facilities.

Maintenance Component	Recommended Frequency *		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Vegetation (cont'd)				
Weeds		M (March – October, preceding seed dispersal)	Weeds are present	<ul style="list-style-type: none"> Remove weeds with their roots manually with pincer-type weeding tools, flame weeders, or hot water weeders as appropriate Follow IPM protocols for weed management (see "Additional Maintenance Resources" section for more information on IPM protocols)
Excessive vegetation		Once in early to mid-May and once in early- to mid-September	Low-lying vegetation growing beyond facility edge onto sidewalks, paths, or street edge poses pedestrian safety hazard or may clog adjacent permeable pavement surfaces due to associated leaf litter, mulch, and soil	<ul style="list-style-type: none"> Edge or trim groundcovers and shrubs at facility edge Avoid mechanical blade-type edger and do not use edger or trimmer within 2 feet of tree trunks While some clippings can be left in the facility to replenish organic material in the soil, excessive leaf litter can cause surface soil clogging
	As needed		Excessive vegetation density inhibits stormwater flow beyond design ponding or becomes a hazard for pedestrian and vehicular circulation and safety	<ul style="list-style-type: none"> Determine whether pruning or other routine maintenance is adequate to maintain proper plant density and aesthetics Determine if planting type should be replaced to avoid ongoing maintenance issues (an aggressive grower under perfect growing conditions should be transplanted to a location where it will not impact flow) Remove plants that are weak, broken or not true to form; replace in-kind Thin grass or plants impacting facility function without leaving visual holes or bare soil areas Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants
	As needed		Vegetation blocking curb cuts, causing excessive sediment buildup and flow bypass	<ul style="list-style-type: none"> Remove vegetation and sediment buildup
Mulch				
Mulch		Following weeding	Bare spots (without mulch cover) are present or mulch depth less than 2 inches	<ul style="list-style-type: none"> Supplement mulch with hand tools to a depth of 2 to 3 inches Replenish mulch per O&M manual. Often coarse compost is used in the bottom of the facility and arborist wood chips are used on side slopes and rim (above typical water levels) Keep all mulch away from woody stems
Watering				
Irrigation system (if any)		Based on manufacturer's instructions	Irrigation system present	<ul style="list-style-type: none"> Follow manufacturer's instructions for O&M
	A		Sprinklers or drip irrigation not directed/located to property water plants	<ul style="list-style-type: none"> Redirect sprinklers or move drip irrigation to desired areas
Summer watering (first year)		Once every 1-2 weeks or as needed during prolonged dry periods	Trees, shrubs and groundcovers in first year of establishment period	<ul style="list-style-type: none"> 10 to 15 gallons per tree 3 to 5 gallons per shrub 2 gallons water per square foot for groundcover areas Water deeply, but infrequently, so that the top 6 to 12 inches of the root zone is moist Use soaker hoses or spot water with a shower type wand when irrigation system is not present <ul style="list-style-type: none"> Pulse water to enhance soil absorption, when feasible Pre-moisten soil to break surface tension of dry or hydrophobic soils/mulch, followed by several more passes. With this method, each pass increases soil absorption and allows more water to infiltrate prior to runoff Add a tree bag or slow-release watering device (e.g., bucket with a perforated bottom) for watering newly installed trees when irrigation system is not present

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No. 21 (continued) - Maintenance Standards and Procedures for Bioretention Facilities.

Maintenance Component	Recommended Frequency ^a		Condition when Maintenance is Needed (Standards)	Action Needed (Procedures)
	Inspection	Routine Maintenance		
Watering (cont'd)				
Summer watering (second and third years)		Once every 2-4 weeks or as needed during prolonged dry periods	Trees, shrubs and groundcovers in second or third year of establishment period	<ul style="list-style-type: none"> • 10 to 15 gallons per tree • 3 to 5 gallons per shrub • 2 gallons water per square foot for groundcover areas • Water deeply, but infrequently, so that the top 6 to 12 inches of the root zone is moist • Use soaker hoses or spot water with a shower type wand when irrigation system is not present • Pulse water to enhance soil absorption, when feasible • Pre-moisten soil to break surface tension of dry or hydrophobic soils/mulch, followed by several more passes. With this method, each pass increases soil absorption and allows more water to infiltrate prior to runoff
Summer watering (after establishment)		As needed	Established vegetation (after 3 years)	<ul style="list-style-type: none"> • Plants are typically selected to be drought tolerant and not require regular watering after establishment; however, trees may take up to 5 years of watering to become fully established • Identify trigger mechanisms for drought-stress (e.g., leaf wilt, leaf senescence, etc.) of different species and water immediately after initial signs of stress appear • Water during drought conditions or more often if necessary to maintain plant cover
Pest Control				
Mosquitoes	B, S		Standing water remains for more than 3 days after the end of a storm	<ul style="list-style-type: none"> • Identify the cause of the standing water and take appropriate actions to address the problem (see "Ponded water") • To facilitate maintenance, manually remove standing water and direct to the storm drainage system (if runoff is from non pollution-generating surfaces) or sanitary sewer system (if runoff is from pollution-generating surfaces) after getting approval from sanitary sewer authority. • Use of pesticides or <i>Bacillus thuringiensis israelensis</i> (Bt) may be considered only as a temporary measure while addressing the standing water cause. If overflow to a surface water will occur within 2 weeks after pesticide use, apply for coverage under the Aquatic Mosquito Control NPDES General Permit.
Nuisance animals	As needed		Nuisance animals causing erosion, damaging plants, or depositing large volumes of feces	<ul style="list-style-type: none"> • Reduce site conditions that attract nuisance species where possible (e.g., plant shrubs and tall grasses to reduce open areas for geese, etc.) • Place predator decoys • Follow IPM protocols for specific nuisance animal issues (see "Additional Maintenance Resources" section for more information on IPM protocols) • Remove pet waste regularly • For public and right-of-way sites consider adding garbage cans with dog bags for picking up pet waste.
Insect pests	Every site visit associated with vegetation management		Signs of pests, such as wilting leaves, chewed leaves and bark, spotting or other indicators	<ul style="list-style-type: none"> • Reduce hiding places for pests by removing diseased and dead plants • For infestations, follow IPM protocols (see "Additional Maintenance Resources" section for more information on IPM protocols)

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Table V-A.5: Maintenance Standards - Catch Basins

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is performed
General	Trash & Debris	Trash or debris which is located immediately in front of the catch basin opening or is blocking inletting capacity of the basin by more than 10%. Trash or debris (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of six inches clearance from the debris surface to the invert of the lowest pipe. Trash or debris in any inlet or outlet pipe blocking more than 1/3 of its height. Dead animals or vegetation that could generate odors that could cause complaints or dangerous gases (e.g., methane).	No Trash or debris located immediately in front of catch basin or on grate opening. No trash or debris in the catch basin. Inlet and outlet pipes free of trash or debris. No dead animals or vegetation present within the catch basin.
	Sediment	Sediment (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of 6 inches clearance from the sediment surface to the invert of the lowest pipe.	No sediment in the catch basin
	Structure Damage to Frame and/or Top Slab	Top slab has holes larger than 2 square inches or cracks wider than 1/4 inch. (Intent is to make sure no material is running into basin). Frame not sitting flush on top slab, i.e., separation of more than 3/4 inch of the frame from the top slab. Frame not securely attached	Top slab is free of holes and cracks. Frame is sitting flush on the riser rings or top slab and firmly attached.
	Fractures or Cracks in Basin Walls/ Bottom	Maintenance person judges that structure is unsound. Grout fillet has separated or cracked wider than 1/2 inch and longer than 1 foot at the joint of any inlet/outlet pipe or any evidence of soil particles entering catch basin through cracks.	Basin replaced or repaired to design standards. Pipe is regouted and secure at basin wall.
	Settlement/ Misalignment	If failure of basin has created a safety, function, or design problem.	Basin replaced or repaired to design standards.
	Vegetation	Vegetation growing across and blocking more than 10% of the basin opening. Vegetation growing in inlet/outlet pipe joints that is more than six inches tall and less than six inches apart.	No vegetation blocking opening to basin. No vegetation or root growth present.
	Contamination and Pollution	See Table V-A.1: Maintenance Standards - Detention Ponds	No pollution present.
Catch Basin Cover	Cover Not in Place	Cover is missing or only partially in place. Any open catch basin requires maintenance.	Cover/grate is in place, meets design standards, and is secured
	Locking Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread.	Mechanism opens with proper tools.
	Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. (Intent is keep cover from sealing off access to maintenance.)	Cover can be removed by one maintenance person.
Ladder	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, not securely attached to basin wall, misalignment, rust, cracks, or sharp edges.	Ladder meets design standards and allows maintenance person safe access.
Metal Grates (If Applicable)	Grate opening Unsafe	Grate with opening wider than 7/8 inch.	Grate opening meets design standards.
	Trash and Debris	Trash and debris that is blocking more than 20% of grate surface inletting capacity.	Grate free of trash and debris.
	Damaged or Missing.	Grate missing or broken member(s) of the grate.	Grate is in place, meets the design standards, and is installed and aligned with the flow path.

Table V-A.17: Maintenance Standards - Coalescing Plate Oil/Water Separators

Maintenance Component	Defect	Condition When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Monitoring	Inspection of discharge water for obvious signs of poor water quality.	Effluent discharge from vault should be clear with no thick visible sheen.
	Sediment Accumulation	Sediment depth in bottom of vault exceeds 6-inches in depth and/or visible signs of sediment on plates.	No sediment deposits on vault bottom and plate media, which would impede flow through the vault and reduce separation efficiency.
	Trash and Debris Accumulation	Trash and debris accumulated in vault, or pipe inlet/outlet, floatables and non-floatables.	Trash and debris removed from vault, and inlet/outlet piping.
	Oil Accumulation	Oil accumulation that exceeds 1-inch at the water surface.	Oil is extracted from vault using vacuoring methods. Coalescing plates are cleaned by thoroughly rinsing and flushing. Should be no visible oil depth on water.
	Damaged Coalescing Plates	Plate media broken, deformed, cracked and/or showing signs of failure.	A portion of the media pack or the entire plate pack is replaced depending on severity of failure.
	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.	Pipe repaired and or replaced.
	Baffles	Baffles corroding, cracking, warping and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to specifications.
	Vault Structure Damage - Includes Cracks in Walls, Bottom, Damage to Frame and/or Top Slab	Cracks wider than 1/2-inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound. Cracks wider than 1/2-inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault replaced or repairs made so that vault meets design specifications and is structurally sound. Vault repaired so that no cracks exist wider than 1/4-inch at the joint of the inlet/outlet pipe.
Access Ladder Damaged	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, and misaligned.	Ladder replaced or repaired and meets specifications, and is safe to use as determined by inspection personnel.	

Table V-A.18: Maintenance Standards - Catch Basin Inserts

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Sediment Accumulation	When sediment forms a cap over the insert media of the insert and/or unit.	No sediment cap on the insert media and its unit.
	Trash and Debris Accumulation	Trash and debris accumulates on insert unit creating a blockage/restriction.	Trash and debris removed from insert unit. Runoff freely flows into catch basin.
	Media Insert Not Removing Oil	Effluent water from media insert has a visible sheen.	Effluent water from media insert is free of oils and has no visible sheen.
	Media Insert Water Saturated	Catch basin insert is saturated with water and no longer has the capacity to absorb.	Remove and replace media insert
	Media Insert-Oil Saturated	Media oil saturated due to petroleum spill that drains into catch basin.	Remove and replace media insert.
	Media Insert Use Beyond Product Life	Media has been used beyond the typical average life of media insert product.	Remove and replace media at regular intervals, depending on insert product.

Table V-A.19: Maintenance Standards - Media Filter Drain (MFD)

Maintenance Component	Defect	Conditions When Maintenance is Needed	Results Expected When Maintenance is Performed
General	Sediment accumulation on grass filter strip	Sediment depth exceeds 2 inches or creates uneven grading that interferes with sheet flow.	Remove sediment deposits on grass treatment area of the embankment. When finished, embankment should be level from side to side and drain freely toward the toe of the embankment slope. There should be no areas of standing water once inflow has ceased.
	No-vegetation	Flow spreader is uneven or clogged so that flows are not uniformly distributed over entire embankment width.	Level the spreader and clean to spread flows evenly over entire embankment width.