



The Town of Indian River Shores

MS4 Maintenance Inspections Standard Operating Procedure (6a-03)

Purpose

This document outlines the standard operating procedures (SOPs) for Town's MS4 maintenance inspections, in compliance with the NPDES MS4 Permit section 6a-03.

Responsible Department

Public Works

Maintenance and Inspection Activities

Proactive Inspections

- The public works department will perform proactive inspections
 - o The inspections will be conducted by driving around the Town
 - o Proactive inspections will be targeting different areas of the Town until the entire Town gets inspected each permit cycle year
 - o Inspections will be documented in the Town's Storm Sewer Map, noting the date, time, and section/area of Town inspected
 - o By utilizing the map, the Town can identify the areas that still need to be inspected
 - o Any issues will be documented
 - Location, date, time, and address
 - If possible, pictures will also be taken to document the issue
 - o Documentation of any issues found during proactive inspections will be used to schedule maintenance activities

Maintenance Standards

- The Town's Public Works Department will perform maintenance activities on the storm sewer system
 - o Properties/sites that have been flagged during proactive inspections will have scheduled maintenance activities
 - o All maintenance activities will be documented in the Town's Storm Sewer Map and tracking system, noting the date, time, and maintenance activity performed
 - The Stormwater Inspection Form will also be used to document and keep detailed information of the activity, including the amount of debris removed
 - o By utilizing the Storm Sewer Map, the Town can easily identify those areas that still need maintenance activities performed
 - o The maintenance activities will be scheduled so that the entirety of the Town's storm sewer system is maintained each cycle year

Frequency of Inspections

- Outfalls are to be inspected annually and maintained as needed
- Pipes and conveyance systems are to be inspected annually and maintained as needed
- All baffle boxes will be inspected and maintained quarterly
- Swales, ditches, and retention/detention basins are to be inspected monthly and maintained as needed

Maintenance and Inspection of Outfalls:

- Inspect outfalls for signs of erosion, sediment build-up, and illicit discharges.
- Remove sediment and debris to ensure proper flow.
 - Quantities are to be recorded and will be input into the Town's tracking system
 - If a contractor is hired for inspection or maintenance, they are required to document the quantity of debris removed and include this information in their report.
- Repair any erosion damage and stabilize outfall areas.
- Check for and eliminate any unauthorized connections or discharges.

Maintenance and Inspection of Catch Basins

- Inspect catch basins for blockages, structural damage, and sediment build-up.
- Clean out debris and sediment to prevent clogging and improve water quality.
 - Quantities are to be recorded and will be input into the Town's tracking system
 - If a contractor is hired for inspection or maintenance, they are required to document the quantity of debris removed and include this information in their report.
- Repair or replace damaged grates and structural components.
- Ensure proper functionality of catch basins to prevent localized flooding.
- All maintenance activities and inspections performed are to be noted on the Stormwater Inspection Checklist.

Maintenance and Inspection of Baffle Boxes

- Inspect baffle boxes for sediment accumulation, debris build-up, and proper function.
- Clean out debris and sediment to prevent clogging and maintain water quality.
 - Quantities are to be recorded and will be input into the Town's tracking system
 - If a contractor is hired for inspection or maintenance, they are required to document the quantity of debris removed and include this information in their report.
- Inspect and maintain structural components to ensure they operate correctly.
- Ensure baffle boxes are removing pollutants effectively from stormwater.

Pipes and Conveyance Systems

- Inspect pipes and conveyance systems for blockages, leaks, and structural integrity.
- Flush or clean pipes to remove sediment build-up and obstructions.
- Repair any leaks or damage to prevent water loss and contamination.
- Ensure conveyance systems are functioning properly to manage stormwater flow.

Swales and Ditches

- Inspect swales and ditches for erosion, sediment build-up, and vegetation overgrowth.
 - Quantities are to be recorded and will be input into the Town's tracking system
 - If a contractor is hired for inspection or maintenance, they are required to document the quantity of debris removed and include this information in their report.
- Remove sediment and debris to maintain proper drainage.
- Stabilize and repair any eroded areas to prevent further damage.
- Maintain vegetation to prevent overgrowth and ensure effective drainage.
 - Mowing records are to be maintained and documented by the Town.

Retention/Detention Basins

- Inspect basins for sediment accumulation, debris, and structural integrity.
- Remove sediment and debris to maintain capacity and function.
 - Quantities are to be recorded and will be input into the Town's tracking system
 - If a contractor is hired for inspection or maintenance, they are required to document the quantity of debris removed and include this information in their report.
- Repair any structural issues to ensure basins perform effectively.
- Monitor water levels and outflow to prevent flooding and manage stormwater retention.

Enforcement Procedures

Identifying Non-Compliance

- If non-compliance is identified during inspections, issue a Notice of Violation (NOV) specifying required corrective actions and deadlines for completion.
- If issues are not resolved within the specified timeframe, issue a Stop Work Order (SWO) to halt any ongoing related activities.

Enforcement Actions

- Assess fines or penalties as per local regulations and ordinances.
- Require additional training or meetings with responsible parties to prevent the recurrence of issues.
- Document all enforcement actions and resolutions in the inspection report and tracking system.

Follow-Up Activities

- Conduct follow-up inspections to verify that corrective actions have been implemented and that issues have been resolved.
- Record follow-up activities and results on the inspection form for accountability and future reference.