

**PRIVATE TREATMENT CONTROL BMP  
OPERATION AND MAINTENANCE VERIFICATION FORM  
DRAIN INSERTS & TRASH RACKS**

1. Transcribe the following information from your notification letter and make corrections as necessary:

**Permit No.:** \_\_\_\_\_

**BMP Location:** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_

**Phone Number:** (      )      **Email:** \_\_\_\_\_

**Responsible Party Address:** \_\_\_\_\_

Number

Street Name & Suffix

City/Zip

Check here for Address Change

2. Using the Table below, please describe the inspections and maintenance activities that have been conducted during the fiscal year (July 1 – June 30), and date(s) maintenance was performed. Under "Results of Inspection," indicate whether maintenance was required based on each inspection, and if so, what type of maintenance. If maintenance was required, provide the date maintenance was conducted and a description of the maintenance. **REFER TO THE BACK OF THIS SHEET FOR MORE INFORMATION DESCRIBING TYPICAL MAINTENANCE INDICATORS AND MAINTENANCE ACTIVITIES.** If no maintenance was required based on the inspection results, state "no maintenance required."

What To Look For?	Date Inspected	Results of Inspection: Work Needed? (Yes/No)	Date Maintenance Completed and Description of Maintenance Conducted
Accumulation of Sediment, Litter, Grease			
Clogged Filter Media			
Structural Damage			

3. Attach copies of available supporting documents (photographs,\* copies of maintenance contracts, and/or maintenance records). **\*PHOTOGRAPHIC DOCUMENTATION IS STRONGLY ENCOURAGED**

4. Sign the bottom of the form and return to: Warwick Township  
315 Clay Road, PO Box 308  
Lititz, PA 17543-0308 **OR**  
Email: townshipmanager@warwicktownship.org  
Phone: 717-626-8900

Signature of Responsible Party

Print Name

Date

**PRIVATE TREATMENT CONTROL BMP  
OPERATION AND MAINTENANCE VERIFICATION FORM  
TRASH RACKS & DRAINAGE INSERTS – SIDE 2**

The following list of typical maintenance indicators and maintenance activities for drainage inserts is provided for your reference. **These are general indicators for maintenance only. These types of treatment control BMPs are proprietary so the best guidance is from the manufacturer’s instructions. Please refer to the manufacturer’s maintenance instructions. If you have not been supplied the manufacturer’s instructions by the developer or previous owner, these can frequently be found on the internet or by contacting the manufacturer. The specific make and model of treatment control BMP can be found on the structure.**

<b>Drainage Insert BMPs Inspection and Maintenance Checklist</b>	
<b>Typical Maintenance Indicators</b>	<b>Typical Maintenance Actions</b>
Accumulation of sediment, litter, or debris	Remove and properly dispose of accumulated materials at least once prior to the rainy season and as required to ensure sediment litter and debris is not released to the stormwater conveyance.
Spent or clogged sorbent material or media pack, where applicable	Remove and properly dispose of sorbent material or media pack, and replace with fresh material. These materials/media are potentially hazardous and must be handled by a properly trained contractor.
Damage to components of the drainage insert	Repair or replace as applicable.

Maintenance of trash racks and drainage inserts involves handling of potentially hazardous material (oil sorbent material), which requires special disposal. Additionally, maintenance may involve entry into the storm drain inlet underground. Therefore the maintenance operator must be trained in handling and disposal of hazardous waste, and must also be certified for confined space entry if the maintenance will require entry into the storm drain inlet. Therefore it is recommended that private BMP owners obtain a maintenance contract with a qualified contractor to provide inspection and maintenance. There are several storm drain cleaning service providers who are able to inspect and/or maintain drainage inserts. Contact the manufacturer of the drainage insert to find qualified service providers.