

# PRIVATE TREATMENT CONTROL BMP OPERATION AND MAINTENANCE VERIFICATION FORM INFILTRATION DEVICES

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			
Standing Water			
Erosion			
Overgrown Vegetation			
Poor Vegetation Establishment			
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  
INFILTRATION DEVICES – SIDE 2**

The following list of typical maintenance indicators and maintenance activities for infiltration BMPs is provided for your reference. There are many types of infiltration BMPs including basins that store storm water runoff in above-ground ponding areas until it infiltrates into the surrounding soils, and gravel-filled trenches or wells that store storm water runoff in the gravel reservoir until it infiltrates into the surrounding soils. This BMP category also includes permeable paving areas that store storm water runoff in a gravel reservoir under the permeable paving surface. **These are general indicators for maintenance only. Your developer prepared maintenance plans as an appendix to the Stormwater Management Plan specifically for your treatment control BMP. Also, if you have a manufactured structure, please refer to the manufacturer’s maintenance instructions.**

<b>Infiltration BMPs Inspection and Maintenance Checklist</b>	
<b>Typical Maintenance Indicators</b>	<b>Typical Maintenance Actions</b>
Accumulation of sediment, litter, or debris in infiltration basin, pre-treatment device, or on surface of porous pavement, as applicable	Remove and properly dispose of accumulated materials.
Standing water in infiltration basin	Remove and replace clogged surface soils.
Standing water in infiltration trench, dry well, or subsurface reservoir bed longer than 96 hours after a rainfall	Flush fine sediment from gravel storage area. Ensure that sediment is not washed off-site. If this is unsuccessful, remove rock-fill and increase dimensions by 2 inches with new fill.
Standing water in permeable paving area	Flush fine sediment from paving and subsurface gravel. Ensure that sediment is not washed off-site.
Damage to permeable paving surface resulting in reduced storm water intake capacity	Repair or replace damaged surface as appropriate.
Erosion of basin side slopes	Repair/re-seed eroded areas and make appropriate corrective measures such as adding erosion control blankets or mulch, adding stone at flow entry points, or re-grading where necessary. Adjust irrigation system, where applicable.
Vegetation establishment in permeable pavement, rock trenches or other infiltration system that is not designed to have vegetation.	Remove vegetation that prevents proper infiltration.
Poor vegetation establishment where vegetation is part of design.	Examine the vegetation to ensure that it is healthy and dense enough to provide filtering and to protect soils from erosion. Replenish mulch as necessary (if less than 3 inches deep), remove fallen leaves and debris, prune large shrubs or trees, and mow turf areas.
Overgrown/woody vegetation where vegetation is part of the design	Mow or trim at beginning and end of wet season and as appropriate, but not less than the design height of the vegetation. Confirm that irrigation is adequate and not excessive. Remove noxious and invasive vegetation.

When inspection or maintenance indicates sediment is accumulating in an infiltration BMP, try to determine the source of the sediment and take corrective action to minimize the sediment supply.