

**PRIVATE TREATMENT CONTROL BMP  
OPERATION AND MAINTENANCE VERIFICATION FORM  
MEDIA FILTERS & HIGHER RATE MEDIA FILTERS**

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			
Standing Water			
Insect Breeding			
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**

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The following list of typical maintenance indicators and maintenance activities for filtration BMPs is provided for your reference. **These are general indicators for maintenance only. Your developer prepared maintenance plans specifically for your treatment control BMP as an appendix to the Stormwater Management Plan. Also, if you have a manufactured structure, 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.**

This category of treatment control BMPs includes the following:

Austin Sand Filters      Delaware Sand Filter      Multi-Chambered Treatment Trains (MCTT)      Vault-based filters

<b>Filtration 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.
Accumulation of floating oil and grease	Remove and properly dispose of oil and grease.
Clogged filter media	Remove and properly dispose of filter media, and replace with fresh media.
Damage to components of the filtration system	Repair or replace as applicable.
For offline systems No accumulation of sediment, oil or grease in collection chambers after significant rainfall Damaged or obstructed flow diversion components	Inspect flow diversion devices for damage and obstructions. Remove obstructions. Repair damage.
Mosquito larvae present in designs where permanent pools exist (e.g., Delaware filter & MCTT)	If larvae are present and persistent, contact the San Diego County Vector Control Program at (858) 694-2888. Mosquito larvicides should be applied only when absolutely necessary and then only by a licensed individual or contractor. For MCTT and Vault-based filters, exclude vectors by sealing them out, for example, by using tight-fitting aluminum covers.
Dry designs, such as the Austin sand filter have standing water (longer than 96 hours after rainfall) and/or mosquito larve are present.	Media filters may be clogged. Remove vegetative growth and debris. If clogged with a crust, remove and properly dispose of filter media and replace with fresh media.

Maintenance of filtration BMPs involves handling of potentially hazardous material (oil and/or oil sorbent material), which requires special disposal. Additionally, maintenance may involve entry into the filtration BMP 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 filtration BMP. 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 filtration BMPs. Contact the manufacturer of the filtration system to find qualified service providers.