

# OPERATION & MAINTENANCE (O&M) PLAN

## **-= FILTER INSERT SAMPLE =-**

The maintenance program will include the following key components:

### 1. ENTITY RESPONSIBLE FOR MAINTENANCE

Name  
Title  
Address  
Phone Number  
Email address

### 1. REGULAR SWEEPING AND REMOVAL OF DEBRIS:

Sediment and debris (litter, leaves, papers and cans, etc.) within the area, especially around the drainage inlet, will be collected and removed. Vehicle parking lot will be swept once a week.

### 2. REGULAR INSPECTIONS:

The catch basin, downspout, and trench drain filter insert will be inspected once a month. More frequent inspections will be based on pollutant loading, amount of debris, leave, etc., and amount of runoff.

### 3. CONDUCT OF THE VISUAL INSPECTION:

- a. Broom sweep around the inlet and remove the inlet grate.
- b. Inspect the filter liner for serviceability. If called for, the filter body will be replaced.
- c. Check the condition of the absorbent pouches and visually check the condition of the enclosed absorbent. If the surface of the granules is more than 50% coated with a dark gray or black substance, the pouches will be replaced with new ones.
- d. Check for loose or missing nuts and gaps between the filter and the inlet wall, which would allow bypass of the filter during low flows.
- e. The filter components will be replaced in the inlet and the grate replaced.

### 4. CLEANING OUT THE FILTER INSERT:

The filters are cleaned out on a recurring basis (once 3 times a year). The filter itself will be replaced at minimum once a year.

- a. The filter can be cleaned out by removing the device from the inlet and dumping the contents into a DOT approved drum for later disposal. If the oil-absorbent pouches need to be changed, the time to change them is immediately after dumping and before the filter is replaced in the inlet.
- b. Because of weight, method on installation and so forth, some filter inserts will be cleaned with the aid of a vactor truck. If necessary, the oil-absorbent pouches will be changed after the pollutants have been removed and as the filter is being returned to service.

### 5. MAINTENANCE LOG:

Keep a log of all inspections and maintenance performed on the catch basins, trench drains, and filter inserts. Include photos if possible.

**\*\*\*PLEASE DO NOT DUPLICATE THIS PAGE AND ATTACH WITH THE MASTER COVENANT AND AGREEMENT. USE THIS AS A GUIDE, MAINTENANCE SHOULD BE SPECIFIC TO THE PROPOSED DESIGN TREATMENT SYSTEM. ATTACH YOUR O&M TO THE COMPLETED MASTER COVENANT AND AGREEMENT FORM.**

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