

OPERATIONS AND MAINTENANCE MANUAL

Project: _____

BEST MANAGEMENT PRACTICES

Garner, NC

Property Owner/Responsible Party: _____

Address: _____

Phone Number: _____

Prepared By: _____

Date: _____

The maintenance of any Best Management Practice (BMP) installed to achieve nitrogen loading and/or flow attenuating requirements for a development shall be the responsibility of the property owner or other identified responsible party. In the case of residential or commercial subdivisions, Home Owners Associations or Merchants Associations must be established in order to identify the responsible party.

This manual establishes general procedures for maintenance and operation of the allowed BMP types in accordance with the Town of Garner Stormwater Program for Nitrogen Control. It is important to note that only general maintenance tasks are identified here. All devices shall be maintained to original design standards. This agreement shall be signed and notarized by the responsible party to perform the tasks specified in the plan, including inspections, operation, and any needed maintenance activities.

I. Background

Identify the types of BMPs located on the site and give a brief description on their design. If you need additional space please attach separate pages to this document.

II. Maintenance

- A. Riparian Buffers – Extra land in addition to required riparian buffers that is used for nitrogen reduction should be left in an undisturbed condition. Only maintenance activities allowed by the buffer rules would be allowed. Any level spreaders used to diffuse flow into the buffer should be maintained as required in section II.B.2.
- B. Vegetated Filter Strips with Level Spreaders – Maintenance requirements are as follows:
1. At least once annually, remove deposited sediment, especially from the upstream edge, to maintain original contours and grading.
 2. Repair channels that form and regrade the filter strip to ensure that the runoff flows evenly in a thin sheet over the filter strip.
 3. Repair level spreader whose disrepair can cause the formation of channels in the filter strip.
 4. Reseed and regrade the filter strip to maintain a dense growth of vegetation, especially if the strip has been used for sediment control.
 5. Grassed filter strips shall be mowed at least twice annually to a minimum height of six inches.
- C. Open Channel Practices – Maintenance shall be performed as follows:
1. At least once annually, remove excess sediment, especially from the upstream edge, to maintain original contours and grading.
 2. At least once annually, repair any erosion and regrade the swale to ensure that the runoff flows evenly in a thin sheet through the swale.
 3. At least once annually, inspect vegetation and revegetate the swale to maintain a dense growth of vegetation.
 4. Grassed swales shall be mowed at least twice annually to a minimum height of six inches.
- D. Bioretention – Ongoing monitoring and maintenance is vital to the overall success of bioretention areas. Annual maintenance will be required for plant material, mulch layer, and soil layer. A maintenance schedule should include all of the main considerations discussed below:
1. Soil and mulch layer maintenance will most likely be limited to correcting areas of erosion.
 2. Replacement of mulch layers may be necessary every two or three years.
 3. Mulch should be replaced in the spring.
 4. When the mulch layer is replaced, the previous layer should be removed first.
 5. Plant material upkeep will include addressing problems associated with disease or insect infestations, replacing dead plant material, and any necessary pruning.

E. Constructed Wetlands – Wetlands will tend to collect debris, and it should be removed whenever it accumulates, or at least twice annually. Wetlands should be inspected annually after a rain even to ensure that the basin is operating as designed. At a minimum, items that should be included in the inspection are:

1. Clogging of the outlet or too rapid a release.
2. Erosion on the banks.
3. Erosion at the inlet and outlet.
4. Sediment accumulation and the need for removal.
5. Condition of the emergency spillway.
6. Woody vegetation in the embankment.

F. Sand Filters – Maintenance requirements are as follows:

1. Sand filters should be inspected at least once per month and after any large rain event to check for damages.
2. Sediment should be cleaned out of the forebay/sedimentation chamber when it accumulates to a depth of more than six (6) inches.
3. Any structures (outlets, flow diversions, embankments, etc.) should be checked at least annually for damage or degradation.
4. Once a year, the sand media will be skimmed.
5. Once a year the sand filter media will be replaced whenever it fails to function properly after vacuuming.
6. The sand filter will be inspected quarterly and within 24 hours after every storm event greater than 1.0 inches.

G. Wet Retention Ponds – Maintenance requirements are as follows:

1. Debris and litter control checks for inlet, outlet, and orifice obstruction after every storm producing runoff.
2. Provisions for routine vegetation management/mowing and a schedule for these activities.
3. Checks every 6 months, or more frequently, for:
 - a. Sediment buildup and the need for removal.
 - b. Erosion along the bank and the need for reseeding or stabilization and, if reseeding is necessary, a reseeding schedule.
 - c. Erosion at the inlet and outlet and methods of stabilization.
 - d. Seepage through the dam.
 - e. Operation of any valves or mechanical components.

H. Proprietary BMPs – Maintenance requirements will be based on the approved plans per manufacturer subject to DWQ approval.

I. Other BMPs – Maintenance requirements will be based on the approved plans subject to DWQ approval.

The Town will inspect BMPs on an annual basis and forward a list of any required deficiencies or repairs to the property owner/responsible party. The property owner/responsible party will have 90 days to correct all deficiencies and make all repairs to the satisfaction of the Town Engineer. Failure to satisfactorily complete the repairs within the 90 days will cause the BMP to be declared a nuisance as provided for in Section 6-17 of the Garner Town Code. Abatement of the nuisance will proceed as provided for in Chapter 6, Article II of the Garner Town Code.