

MS4 Inspection, Maintenance and Waste Disposal Procedures

(June 2018)

Catch Basins and Storm Pipes

1. A minimum of 20% of the county maintained catch basins will be inspected annually, so that 100% are inspected within the 5 year permit period. Catch basins will be cleaned based on inspection results when they are 1/3 to 1/2 full.
2. Each inspection will be documented on the *Storm Water Inspection Form*.
3. Debris will be removed from the opening of the catch basin and inside to prevent obstruction of the flow.
4. Storm pipes will be inspected and cleaned as part of the catch basin inspection and documented on the inspection form.
5. Debris/waste collected will be removed from the site and taken to a landfill
6. The infrastructure will be evaluated to determine if there are any structural problems.
7. If an issue with the catch basin and/or storm pipe is found, but cannot be addressed at the time of inspection, a work order will be issued.
8. All final inspections and/or work orders will be turned into the County Engineer and then converted into GIS by the GIS Director.

Ditches/Canals

1. All county maintained ditches and canals will be inspected annually.
2. Obstructions found will be documented through a daily report and/or work order and removed.
3. If a water quality problem is found, such as discoloration, fish kills, oily sheens, etc., the County Engineer will be notified to determine if an investigation is needed.
4. Maintenance will be provided as needed to cut back overgrowth and remove trash, etc.
5. Tree and shrub debris will be removed and taken to a landfill or other county site. All trash and debris will be removed from the site and taken to a landfill.
6. Inspection and maintenance will be documented through daily reports and/or work orders from the corresponding responsible county department and then converted into GIS by the GIS director.

Ponds

1. A minimum of 20% of county and private ponds will be inspected annually, so that 100% are inspected within a 5 year period.
2. Each inspection will be documented on an *Operation and Maintenance Inspection Report for Storm Water Management Ponds Form*.

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3. The pond owner(s) will be notified in December of each year by the inspector of the requirement for maintenance and/or repairs are needed. Private pond owners will have 6 months to comply with maintenance provisions and provide a letter certifying maintenance and inspections are completed.
4. County pond maintenance is handled by County Public Work Department or County Prison.
5. Work orders will be issued for county ponds that require maintenance and/or repairs.
6. All inspections will be documented and provided to the County Engineer.

Outfalls

1. A minimum of 20% of the county maintained outfalls will be inspected annually, so that 100% are inspected within the 5 year permit period. Outfalls will be cleaned when 1/3 to 1/2 full.
2. Each inspection will be documented on a *Dry Weather Outfall Screening Form*.
3. Debris will be removed from the outfall to prevent obstruction of the flow.
4. Storm pipes and the immediate downstream area will be inspected as part of the outfall inspection. If sediment, vegetation or other blockages need to be removed, then a work order will be issued.
5. Debris/waste collected will be removed and taken to the appropriate site (e.g. landfill or public works ditch clippings)
6. The infrastructure (e.g. outfall, headwall, etc.) will be evaluated to determine if there are any structural problems. If an issue is found, then a work order will be issued.
7. If an illicit discharge is found, the inspector will notify the County Engineer who will provide source tracing investigation so that the flow can be removed.
8. All final inspections and/or work orders will be turned into the County Engineer then converted into GIS by the GIS director.

See MCM-C, *Illicit Discharge Detection and Elimination (IDDE)* for more details.

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For More information contact
Effingham County Development Services
601 North Laurel Street Springfield, GA 31329
912-754-2105
Effingham County
Storm Water System Inspection Form

Inspector: _____ Date: _____

Address/Location: _____

Storm Water Catch Basin Inspection

- | | | | | |
|--------------------------------|---------------|---------------|--------------|---------|
| 1. Estimated amount of debris: | Less than 25% | More than 25% | | |
| 2. Type of debris: | None | Leaves | Dirt | Trash |
| 3. Structural problems: | None | Broken Top | Blocked Pipe | Cracked |
| | Aged System | | | |

Other: _____

Storm Water Catch Basin Cleanout

- | | | |
|---|-----|----|
| 1. Was the storm water catch basin cleaned? | YES | NO |
| 2. Does it need to be cleaned? | YES | NO |

Storm Water Pipes Cleaned

- | | | | | |
|---|-------|-------|-------------|--------------|
| 1. Was the storm water pipe(s) cleaned? | YES | NO | | |
| 2. Footage cleaned: | _____ | | | |
| 3. Problems: | None | Roots | Broken Pipe | Other: _____ |