

**SAMPLE FORM
MUST BE RETYPED ON
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Type of BMP Biofilter Number of Facilities of Listed Type _____

**PROVIDE COMPLETE MAINTENANCE SCHEDULE FOR EACH BMP TYPE. IF
NECESSARY EXPAND TYPICAL SCHEDULE.**

Required Action	Maintenance Objective	Frequency of Action
Regular Inspections	<ol style="list-style-type: none"> 1. Inspect for proper functionality (in-depth inspection of each item in this schedule) 2. Routine Inspection for proper functionality (in-depth inspection of each item in this schedule) 	<ol style="list-style-type: none"> 1. Twice a year after rainfall events exceeding ½ inch for first 6 months. 2. Annually after first 6 months.
Vegetation Management (mowing, fertilization, pest and weed control, removing accumulated sediment, unwanted vegetation, etc.)	<ol style="list-style-type: none"> 1. Ensure that all plants from planting plan are present and healthy. Replace dead plants with hardier species of same type (i.e. low growing tree, shrub, or ground cover). 2. Prune Trees and shrubs. 3. Remove invasive plants using recommended control methods. 4. Mow embankment and spillway. 	<ol style="list-style-type: none"> 1. Annually 2. Annually 3. As needed 4. Minimum 2-3 times/ growing season. Last cutting should occur at end of season.
Slope, Embankment, and Outlet Stabilization	<ol style="list-style-type: none"> 1. Ensure that inlets to biofilter are free of sediment and trash. 2. Ensure that side slopes and spillways, and embankment are well vegetated with no bare spots or erosion. Repair erosion and seed. 	<ol style="list-style-type: none"> 1. Annually 2. Annually
Debris and Litter Control	<ol style="list-style-type: none"> 1. Ensure that biofilter surface and any pretreatment areas and outlet are free of sand, sediment, and trash. If found, note presence and remove. 	<ol style="list-style-type: none"> 1. Annually
Mechanical Components	<ol style="list-style-type: none"> 1. Check the cleanouts/observation wells for standing water indicating a clog in the pipe. Clear pipes and remove freed sediment. 	<ol style="list-style-type: none"> 1. Annually
Insect Control	<ol style="list-style-type: none"> 1. Check any areas that are designed to have standing water (e.g. plunge pool) for mosquito larvae. If present, treat with approved pesticide. 	<ol style="list-style-type: none"> 1. Annually (preferably in the late springtime or early summertime.)
Access Road and Area Maintenance	<ol style="list-style-type: none"> 1. Ensure direct access to the facility. 	<ol style="list-style-type: none"> 1. At all times
Sediment and Pollutant Removal	<ol style="list-style-type: none"> 1. Check for clogged or slow-draining soil media (holding water for >48 hrs), a crust formed on the top layer, inappropriate soil media, or other causes of insufficient filtering time, and restore proper filtration characteristics. 2. Remove sediment in pre-treatment cells and inflow points. 	<ol style="list-style-type: none"> 1. Annually (preferably 48 hours after a rain event) 2. Once every 2-3 years.

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Component Repair and Replacement	<ol style="list-style-type: none"> 1. Supplement mulch to maintain a 3 inch layer. 2. Weed mulch layer and rake mulch. 3. Replace the mulch layer. 	<ol style="list-style-type: none"> 1. Annually 2. Twice during growing season. 3. Every 3 years.
Other		

* Removed sediment shall be placed downslope of the BMP and erosion and sediment control measures shall be put in place around the disposed sediment until it is stabilized.

Methods to rehabilitate a clogged biofilter:

- Open the underdrain observation well or cleanout and pour in water to verify that the underdrains are functioning and not clogged or otherwise in need of repair. The purpose of this check is to see if there is standing water all the way down through the soil. If there is standing water on top, but not in the underdrain, then there is a clogged soil layer. If the underdrain and stand pipe indicates standing water, then the underdrain must be clogged and will need to be snaked.
- Remove accumulated sediment and till 2-3 inches of sand into the upper 8 to 12 inches of soil.
- Install sand wicks from 3 inches below the surface to the underdrain layer. This reduces the average concentration of fines in the media bed and promotes quicker drawdown times. Sand wicks can be installed by excavating or augering (using a tree auger or similar tool) down to the gravel storage zone to create vertical columns which are then filled with a clean open-graded coarse sand material (ASTM C-33 concrete sand or similar approved sand mix for bioretention media). A sufficient number of wick drains of sufficient dimension should be installed to meet the design dewatering time for the facility.
- Remove and replace some or all of the soil media.