

**SAMPLE FORM
MUST BE RETYPED ON
COMPANY LETTERHEAD**

DATE _____
Page # _____

Type of BMP Dry Pond 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	1. Ensure functionality of Pond.	1. Annually or after storm events greater than or equal to the 2-year storm. Annual inspections should be conducted by a Professional Engineer.
Vegetation Management (mowing, fertilization, pest and weed control, removing accumulated sediment, unwanted vegetation, etc.)	1. Mow vegetation on embankment between not less than 6 inches in height. 2. Ensure banks and surrounding areas are stabilized to eliminate potential for erosion. Ensure good stand of vegetation through lime and fertilizer if necessary. Seed to be consistent with design plan. 3. Repair all erosion gullies. 4. Remove trees, woody vegetation, and deep-rooted growth, including stumps and roots from embankment. Backfill and compact with material similar to the surrounding area. 5. Ensure brush and woody vegetation is clear of outlet protection and discharge channels (including emergency spillway). 6. Ensure plantings are present and cared for as specified on the design plan. 7. If dredging occurs stabilize disturbed area on pond surface with seed and straw immediately.	1. Minimum 2-3 times/ growing season. Last cutting should occur at end of season. 2. 1 time in the fall 3. Annually 4. Annually 5. Annually 6. Annually 7. Whenever dredging occurs.
Slope, Embankment, and Outlet Stabilization	1. Backfill and compact all animal burrows. Remove burrowing animals from the area. 2. Ensure emergency spillway is not eroded. 3. Ensure outfall channel is stabilized (e.g. no displaced riprap or erosion.)	1. Annually 2. Annually and after any flow has passed through emergency spillway. 3. Annually
Debris and Litter Control	1. Remove debris when Spillway becomes significantly blocked.	1. Annually and if post-rain event inspection reveals a significant blockage.
Mechanical Components (Including valves, sluice gates, anti-vortex devices, fence gates, locks, access hatches, etc.)	1. Ensure trash racks and locking mechanisms are intact and operative. 2. Inspect trash-racks, reverse-sloped pipes, or risers for evidence of clogging, leakage, debris accumulation, etc.	1. Annually 2. Annually
Insect Control	1. Ensure mosquito larvae are not present in wet areas.	1. Annually

**SAMPLE FORM
MUST BE RETYPED ON
COMPANY LETTERHEAD**

DATE
Page #

Access Road and Area Maintenance	1. Protect access from excessive erosion from the operation of heavy equipment used for maintenance.	1. Whenever heavy equipment is needed for maintenance (e.g. dredging)
Sediment and Pollutant Removal	1. Dredge sediment from sediment forebay, or from pond if there is no forebay. 2. Ensure dredged material is hauled off to an approved location, or stabilize dredged material onsite.*	1. Every 5 to 7 years, or when inspection indicates that 50% of the forebay is filled with sediment, or there is 6 to 12 inches of sediment in the pond if there is no forebay. 2. After material is dredged.
Component Repair and Replacement (inflow and outflow devices, trash racks, anti-vortex devices, valves, orifices, pipes, concrete structures, filter or infiltration media, earthworks, etc.)	1. Inspect for functionality. (Repairs made to the outlet structure should be reviewed by a professional engineer. Vertical trenching should not be allowed. Trench side slopes should be stepped back at a 2:1 slope, minimum.) 2. Ensure there are no leaks in joints and identify and repair cracks, spalling, broken or loose sections of pipes in spillway structures.	1. Annually and after storm events greater than or equal to the 2-year storm. 2. Annually DURING LOW WATER CONDITIONS.
Other		

* Dredged material 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.