

Checklist for Preparing a Stormwater Treatment Measures Operations and Maintenance Plan

Stormwater treatment measures Operations and Maintenance Plan (OMP) submittals shall be on 8 ½” by 11” paper with 1/8” minimum lettering. OMP submittals for review and approval by City Public Works Department staff should be sent to:

**City of Alameda Public Works Department, Attn: Clean Water Program staff,
950 West Mall Square, Room 110, Alameda, CA 94501**

The project proponent shall ensure that the following items are included in all stormwater treatment measures OMP submittals:

Title/Heading

- Title
- Project name
- Date prepared
- Name and contact information of OMP preparer

Contact Information Section

- Facility Name
- Facility Address
- Property Owner Name
- Property Owner Mailing Address
- Property Owner Phone Number
- Name of Facility contact for post-construction OMP implementation
- Mailing Address of Facility contact for post-construction OMP
- Phone Number of Facility contact for post-construction OMP

Treatment Measures Description

- Written inventory identifying the number and type of all facility stormwater treatment measures (i.e., vegetated swales, bioretention areas, filter units).
- Written inventory identifying the number and type of all facility stormwater design features that affect the sizing of the stormwater treatment measures such as pervious pavers and porous concrete.
- Site Map clearly identifying the location of all stormwater treatment measures and site design features. This Site Map must be 8 ½” by 11” with 1/8” minimum lettering. If necessary, more than one sheet may be used.

Routine Maintenance Activities Section

- A maintenance objectives statement for each (type of) treatment measure.
- A clear identification of all of the routine inspection/maintenance activities for each type of treatment measure.
- A clear identification of the intended frequency of each inspection/maintenance task.
Minimum inspection/maintenance frequency standards shall include: an annual inspection/maintenance to occur between August 1st and October 1st; and, monthly inspections/maintenance during the rainy season.
- For treatment measures with imported biotreatment soil media, discuss the necessary actions to: (a) preserve the long-term design function of the soil media for the life of the facility, (b) test soil media infiltration rates, including testing intervals, and, (c) replace and replenish soil media.

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Restrictions Section

- ❑ Identify the need to minimize the use of pesticides and fertilizers. Include guidance on integrated pest management (IPM) principles. The templates for treatment measure maintenance plans produced by the Alameda Countywide Clean Water Program (ACCWP) provide relevant guidance on IPM principles. These template materials can be referenced at:
http://www.cleanwaterprogram.org/businesses_developers.htm
- ❑ Provide a statement that standing water shall not remain in the surface treatment measures for more than five days, to prevent mosquito generation. Also, indicate that, should any mosquito issues arise, the Facility contact for OMP implementation, or designate, shall contact the Alameda County Mosquito Abatement District (ACMAD).
- ❑ Include maintenance guidance relevant to each treatment measure type for mosquito control consistent with Appendix H, Mosquito Control Guidelines, from the ACCWP's "C.3 Stormwater Technical Guidance" handbook (see reference below).

Documentation and References

- ❑ Provide current contact information for the following vector control agencies:
 - Alameda County Mosquito Abatement District, (510) 783-7744, 23187 Connecticut Street, Hayward, CA 94545; www.mosquitoes.org
 - Alameda County Vector Control Services District, (510) 567-6800, 1131 Harbor Bay Parkway, Suite 166, Alameda, CA 94502
<http://www.acvcسد.org/>
- ❑ Inspection and maintenance checklist templates for each treatment measure with space to: identify inspection dates, inspector, needed maintenance, and completed maintenance. For landscape-based stormwater treatment measures, consider utilizing the helpful OMP template forms (including maintenance checklists) identified in ACCWP's "C.3 Stormwater Technical Guidance" handbook. These templates can be downloaded at: http://www.cleanwaterprogram.org/businesses_developers.htm
- ❑ Operations manuals and/or best management practices guidance documents for mechanical devices that indicate proper operations and maintenance practices, as applicable. Information regarding manufactured or proprietary devices can often be obtained by the manufacturer/distributor.
- ❑ Legible, details drawings of the treatment measure(s) devices and components, including cross sections, on 8.5"x11" sheet(s).
- ❑ Estimated annual maintenance expenses to implement the OMP, including annual pro-rata share of more infrequent maintenance activities, if applicable. Provide line-item cost estimates corresponding with the tasks identified in the maintenance plan and an estimated total for the annual maintenance expenses.