

## Chapter 3.0

### OPERATIONS & MAINTENANCE

#### Summary of Chapter 3.0

This chapter presents operation and maintenance (O&M) requirements for the stormwater management facilities in this manual. It includes:

- 3.1 Introduction O&M
- 3.2 O&M Application Submittals
  - 3.2.1 Privately Maintained Facilities
  - 3.2.2 City-Maintained Facilities
- 3.3 O&M Plan Enforcement
  - Form O&M
  - Example of Form O&M
  - Example O & M Agreement
  - Inspection Log Sample
  - Facility-Specific O&M plans

#### To Use This Chapter:

- 1) After using **Chapters 1.0** and **2.0** to complete a stormwater management design for the project, fill out the **Notice of Operation & Maintenance** and the **Form O & M: Operations & Maintenance Plan**. Destination-only designs are not required to submit an O&M packet.
- 2) Attach a copy of the stormwater management plan showing the location of the stormwater management facilities on the site, sources of stormwater runoff, and ultimate stormwater destination.
- 3) **Private** facilities: Record a copy of the **Notice of Operation & Maintenance Plan** with Lane County Deeds and Records. Submit with the building permit application a recorded copy of the Notice of Operation & Maintenance, the Form O&M: Operations & Maintenance Plan, and the **facility-specific O&M plan** for each stormwater management facility permitted on the site. The O&M activities listed on the facility-specific O&M documents, which will be on file with Public Works, may later be revised with Public Works approval.
- 4) **Public** facilities: Submit a copy of an O&M plan with the Public Works permit application. County recording of this plan is not necessary.

**Note:** Enforcement rules regarding the inspection, operations, and maintenance of stormwater management facilities can be found in the *PW Enforcement Administrative Rules*, not included in this manual. Contact PW at 541-682-4800 for a copy of this document.

### 3.1 INTRODUCTION O & M

This chapter provides **facility-specific operations and maintenance (O&M) plans** for each type of facility included in this manual. Stormwater facilities that are not included in this manual (i.e. a manufactured stormwater treatment technology), are required to submit an O&M plan prepared by the proprietor and facility-specific O&M activities consistent with the requirements of this chapter.

The O& M strategies in this chapter apply to all stormwater management facilities and related facility components identified in **Chapter 2.0**. Facilities that are proposed as destination only facilities, and that are not required to meet pollution reduction or flow control standards, are not required to submit an O&M packet. However, stormwater destination facilities are required to be operated and maintained in working condition for the life of the facility.

## 3.2 O&M APPLICATION SUBMITTALS

### 3.2.1 Privately Maintained Facilities

Operations and Maintenance (O&M) packets for a privately maintained facility shall include the following components for each permit application. A complete packet must be submitted and approved prior to issuance of the building permit.

- A recorded copy of the Notice of Operation & Maintenance Plan
- Form O&M: Operations & Maintenance Plan
- Stormwater management site plan (as approved under the development permit)
- Landscape plan
- Stormwater Management Facility Inspection and Maintenance Log
- Facility-specific O&M Plan

**Notice of Operations & Maintenance Plan.** The Notice of O&M Plan identifies the property as having a stormwater management facility on the property and identifies the financial method used to cover future operations and maintenance. The Notice of O&M Plan must be completed and recorded at Lane County Deeds and Records. Signatures on the Notice shall be notarized. The Notice may be submitted in person or mailed, along with payment of the applicable fees, to the County Recorder's Office, Lane County Deeds and Records, 125 E. 8<sup>th</sup> Avenue, Eugene, OR 97401, [http://www.co.lane.or.us/AT\\_PropRec/default.htm](http://www.co.lane.or.us/AT_PropRec/default.htm).

The property description on the Notice must be a full legal description of the property and may not be a tax lot number. Legal descriptions may be obtained from the county assessor's office.

The Notice shall be printed on legal-sized (8 ½ x 14) paper to facilitate the recording process. If printed on smaller paper, additional recording fees may apply.

**Form O&M: Operations & Maintenance Plan.** The completed Form must identify the owner's name, address, and phone number, the site address, financial method used to cover future operation and maintenance, and parties responsible for inspecting and maintaining the facility. The Form O&M does not need to be recorded.

A copy of the **stormwater management site plan** shall be attached to the Form O&M. The plan, approved as part of the permit for development, must show the location of the facility on the site, the sources of runoff entering the facility, and the ultimate stormwater destination.

**Stormwater Management Facility Inspection and Maintenance Log.** Stormwater management facility inspection and maintenance logs must be kept on file by facility owners. Logs should note all inspection dates, the facility components that were inspected, and any maintenance or repairs made. The facility-specific O&M plans can

serve as a checklist for what should be included in the log (e.g. the facility elements that need to be inspected, frequency of inspection, conditions that indicate maintenance is needed, etc.). See page 3-13 for an **Inspection and Maintenance Log sample**.

**Facility-specific O&M Plans.** Facility specific O & M plans provided in this Chapter identify the specific O&M activities that are required for each of the approved stormwater management facility listed in this manual. The appropriate plan must be attached to **Form O&M** and submitted as part of the stormwater management facility permit application. The facility-specific O&M plans do not have to be recorded with the county. This allows the future stormwater management facility owner to submit O&M activity revisions to the City without the need to re-record the O&M plan with the county.

The facility-specific O&M activities for private facilities may be modified any time after permit issuance. Modifying the O & M activities is optional, and is intended to give the owner an opportunity to adjust maintenance needs according to site-specific history and conditions. Proposed modifications to the O&M plan must be submitted, along with an up-dated Form O&M, to the City for review and approval.

### **3.2.2 City-Maintained Facilities**

A stormwater management facility that receives stormwater runoff from a public right-of-way shall become a public (city-owned and maintained) facility. Private facilities that will be city-maintained shall be designed and constructed in compliance with Eugene Code and the Public Improvement Design Standards Manual. For instructions on permitting privately engineered construction projects see Section IV (Private Engineering and Construction Process) of the City's Public Improvement Design Standards Manual.

Privately engineered public improvement (PEPI) permit applications for privately-owned facilities that are city-maintained shall include the following:

- A preliminary O&M Agreement.
- Demonstration on the construction plans that the City can achieve the specified O&M activities listed in the specific facility O & M plans found in this Chapter.
- Construction of maintenance access roads needed to access the facility.
- Dedication of public access easements affirming access to the facility before the construction permit is issued.

PEPI applicants are responsible for maintaining all stormwater management facilities, including their associated vegetative components, during the warranty period. The warranty period for vegetated stormwater management facilities shall include two growing seasons.

### **3.3 O&M PLAN ENFORCEMENT**

Stormwater management facilities constructed to comply with the requirements of this manual must be properly operated and maintained for the life of the facility. The property owner is responsible for all aspects of facility maintenance unless specified otherwise in an Operations and Maintenance Agreement (O&M Agreement) that is approved by the City, signed by all affected parties, and recorded against all affected properties.

City staff has the right and responsibility to inspect private facilities to assure they are being properly operated and maintained. It is the intent of the City to use education and technical assistance to ensure the proper operation and maintenance of private facilities. Administrative rules and procedures regarding City inspection and enforcement activities for assurance of proper operation and maintenance are adopted separately and not included in this manual.

After Recording Return To:  
Name:  
Address:

Place Label Recording Here

### Notice of Operations and Maintenance Plan

The undersigned owner(s) hereby give(s) notice that the stormwater management facility(ies) located on the hereinbelow described premises, is/are and shall be operated and maintained in accordance with the Operations & Maintenance Plan on file with the City of Eugene.

References are made to said plan for all terms, conditions, provisions and particulars thereof which are hereby incorporated by reference as though fully set forth herein.

The requirement to operate and maintain the facility(ies) in accordance with the on-file Operations & Maintenance Plan is binding on all current and future owners of the property. The Operations & Maintenance Plan may be modified under written consent of new owners with written approval by and re-filing with the City. The Operations & Maintenance Plan for this facility is available at the Public Works Department, located at 1820 Roosevelt, Eugene, Oregon, between the hours of 8 a.m. and 5 p.m., Monday through Friday. Call (541)682-4800.

Description of the financial method used to cover future operations and maintenance. *Check One*

Homeowner Association,  Property Owner Account,  Other (*described*) \_\_\_\_\_

The subject property is legally described as follows:

This instrument is intended to be binding upon the parties hereto, their heirs, successors and assigns.

In Witness whereof, the undersigned has executed this instrument on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner(s):

Signature \_\_\_\_\_  
Print name \_\_\_\_\_

STATE OF OREGON,  
County of Lane, ss:

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, owner(s) of the above described premises.

\_\_\_\_\_  
Notary Public for Oregon

\_\_\_\_\_  
My Commission expires

**FORM O & M: OPERATIONS & MAINTENANCE PLAN  
REQUIRED IN ACCORDANCE WITH THE CITY CODE**

Project Building Application No. \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Map and Tax lot No. \_\_\_\_\_

**Requirements**

1) Site Plan (min. 8 1/2" x 11", attached to this form) showing the location of the facility(ies) in relation to building structures or other permanent monuments on the site, sources of runoff entering the facility/facilities, and where stormwater will be discharged to after leaving the facility/facilities.

The stormwater management facility(ies) shown on the site plan is/are a required condition of building permit approval for the identified property. The owner of the identified property is required to operate and maintain the facility(ies) in accordance with the Operations and Maintenance (O&M) Plan on file with the City. The O&M Plan for the facility(ies) on this site is/are available at the Public Works Department, located at 1820 Roosevelt, Eugene, Oregon between the hours of 8 a.m. and 5 p.m., Monday through Friday. Call (541)682-4800.

2) Description of the financial method used to cover future operations and maintenance. *Check One*  
 Homeowner Association,  Property Owner Account,  Other (*described*) \_\_\_\_\_

3) Party/Parties responsible for maintenance (only if other than owner).

Daytime Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Emergency/After-hours Contact Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Maintenance Contact Name & Address:



4) Maintenance practices and schedule for the stormwater facility(ies) is/are included in the facility-specific O&M Plan(s) filed with the Public Works Department, City of Eugene. The operation and maintenance practices are based on the publication date of the City of Eugene's Stormwater Management Manual.

Preparation Date: \_\_\_\_\_, 20\_\_

Revision Date: \_\_\_\_\_, 20\_\_

Estimated Date of Installation: \_\_\_\_\_, 20\_\_

By signing below, filer accepts and agrees to the terms and conditions contained in the Operations & Maintenance Plan and in any document executed by filer and filed with it.

Filer: \_\_\_\_\_

Print and Sign

**(SAMPLE)**  
**STORMWATER MANAGEMENT FACILITY**  
**CITY OF EUGENE, OREGON**  
**OPERATION & MAINTENANCE AGREEMENT**

Sediment and other pollutants that degrade water quality will accumulate in urban stormwater facilities. The operation and maintenance of stormwater management facilities including the implementation of pollution reduction facilities is essential to the protection of the city's water quality. Removal of accumulated pollutants and sediment is important for proper operation. All property owners are expected to conduct business in a manner that promotes resource protection. This agreement contains specific provisions with respect to city maintenance of private stormwater management facilities and use of pollution reduction facilities.

Property Address:

Legal description:

Whereas, \_\_\_\_\_, herein referred to as Owner, has constructed improvements, including but not limited to buildings, pavement, and stormwater management facilities on the property described above. In order to further the goals of the City of Eugene to ensure the protection and enhancement of water quality, the City of Eugene and Owner hereby enter into this Agreement. The responsibilities of each party to this Agreement are identified below.

**Recitals**

1. Owner owns the above described property within the City of Eugene, Lane County, Oregon.
2. Owner owns and operates stormwater management facilities approved and permitted as required by land use permit \_\_\_\_\_.
3. Owner has requested the city to provide the functional maintenance of the facility.
4. City approved construction plans dedicating the drainage system conveying the runoff from the residential properties to the stormwater facility as a public drainage system are on file.
5. Access routes for maintenance have been located within a dedicated public easement on private or commonly held property, within the public right-of-way or on city owned property.
6. Sufficient easement area, right-of-way width or property have been provided to accommodate the construction and maintenance of all existing and proposed utilities and public infrastructure.

**Owner shall:**

1. Implement the stormwater management plan included herein as Attachment "A". (Stormwater disposal and pollution reduction construction details, and source control protection, etc.)
2. Implement the stormwater maintenance plan included herein as Attachment "B". (Owner responsibilities such as vegetation control, debris pickup, etc.)
3. Inspect the facilities monthly and after significant storm events to determine if maintenance activity is warranted.
4. Maintain maintenance and inspection records (in the form of a log book) of steps taken to implement the programs referenced in (1) and (2) above. The log book shall be available for inspection by appointment at \_\_\_\_\_. The log book shall catalog any action taken, who took the action, when it was taken, how it was done, and any problems encountered or follow-on actions recommended. Maintenance items ("problems") listed in Attachment "A" shall be inspected as specified in the attached instructions or more often if necessary. The Owner and Users are encouraged to photocopy the individual checklists in Attachment "A" and use them to complete its inspections. These completed checklists would then, in combination, comprise the logbook.
5. Submit an annual report to the City of Eugene regarding implementation programs referenced in (1) and (2) above. The report must be submitted on or before June 30 of each calendar year after execution of this agreement. At a minimum, the following items shall be included in the report:
  - a. Name, address, and telephone number of the businesses, persons, or firms responsible for maintenance plan implementation, and the persons completing the report.
  - b. Time period covered by the report.

- c. A chronological summary of activities conducted to implement the program and plan referenced in (1) and (2) above. A photocopy of the applicable sections of the logbook with any additional explanations needed shall suffice. For any activities conducted by paid parties, include a copy of the invoice for services.
  - d. Any outline planned activities for the upcoming year.
6. Allow the City of Eugene staff to inspect stormwater management facilities at the above referenced site.

**City of Eugene shall:**

1. Execute the following periodic major maintenance on the subdivision's pollution reduction facilities: sediment removal from facilities, resetting orifice sizes and elevations, and adding baffles.
2. Maintain all stormwater management facility elements within the public rights of way and dedicated easements, such as catch basins, weirs, oil-water separators, and pipes.
3. Provide technical assistance to the Owner in support of its operation and maintenance activities conducted pursuant to its maintenance and source control programs. Said assistance shall be provided upon request and as the City of Eugene's time and resources permit.
4. Review the annual report and conduct a minimum of one (1) site visit per year to discuss performance and problems with the stormwater management facilities.
5. Review the agreement with the Owner and modify it as necessary at least once every three (3) years.

**Remedies:**

1. If the City of Eugene determines that maintenance or repair work is required to be done to the stormwater management facilities located in the subdivision, the City of Eugene shall give the Owner notice of the specific maintenance and/or repair required. The City of Eugene shall set a reasonable time in which such work is to be completed the persons who were given notice. If the above required maintenance and/or repair is not completed within the time set by the City of Eugene, written notice will be sent to the Owner stating the City of Eugene's intention to perform such maintenance and bill the Owner for all incurred expenses.
2. If, at any time, the City of Eugene determines that the existing facility creates any imminent threat to public health, safety, or welfare, the City of Eugene may take immediate measures to remedy said threat. No notice to the persons listed in Remedies (1), above shall be required under such circumstances. All other Owner responsibilities shall remain in effect.
3. The Owner shall grant unrestricted authority to the City of Eugene for access to any and all stormwater management facilities for the purpose of performing maintenance or repair as may become necessary under Remedies (1) and/or (2).
4. The Owner shall assume responsibility for the cost of maintenance and repairs to the stormwater management facilities, except for those maintenance actions explicitly assumed by the City of Eugene in the preceding section. Such responsibility shall include reimbursement to the City of Eugene within 90 days of the receipt of the invoice for any such work performed. Overdue payments will require payment of interest at the current legal rate for liquidated judgments. If legal action ensues, any costs or fees incurred by the City of Eugene will be borne by the parties responsible for said reimbursements.

This Agreement is intended to protect the value and desirability of the real property described above and to benefit all the citizens of the City of Eugene. It shall run with the land and be binding on all parties having or acquiring any right, title, or interest or any part thereof, of real property in the subdivision. They shall inure to the benefit of each present or future successor in interest of said property or any part thereof or interest therein, and to the benefit of all citizens of the City of Eugene.

\_\_\_\_\_

This instrument is intended to be binding upon the parties hereto, their heirs, successors and assignees.

In Witness whereof, the undersigned has executed this instrument on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

OWNER(s):

Signature \_\_\_\_\_

\_\_\_\_\_  
(print name)

STATE OF OREGON,  
County of Lane, ss:

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, owner(s) of the above described premises.

\_\_\_\_\_  
Notary Public for Oregon

\_\_\_\_\_  
My commission expires

MANAGER, CITY OF EUGENE

In Witness whereof, the undersigned agent of the City of Eugene has executed this instrument and acknowledged the said instrument to be free and voluntary act and deed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the purposes herein mentioned and on oath states he is authorized to execute said instrument.

\_\_\_\_\_  
City Manager

STATE OF OREGON,  
County of Lane, ss:

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, owner(s) of the above described premises.

\_\_\_\_\_  
Notary Public for Oregon

\_\_\_\_\_  
My commission expires

# STORMWATER MANAGEMENT FACILITY INSPECTION & MAINTENANCE LOG (SAMPLE)

Property Address:

Inspection Date:

Inspection Time:

Inspected By:

Approximate Date/Time of Last Rainfall:

Type of Stormwater Management Facility:

Location of Facility on Site (In relation to buildings or other permanent structures):

Water levels and observations (Oil sheen, smell, turbidity, etc.):

Sediment accumulation & record of sediment removal:

Condition of vegetation (Height, survival rates, invasive species present, etc.) & record of replacement and management (mowing, weeding, etc.):

Condition of physical properties such as inlets, outlets, piping, fences, irrigation facilities, and side slopes. Record damaged items and replacement activities:

Presence of insects or vectors. Record control activities:

Identify safety hazards present. Record resolution activities:



# FACILITY-SPECIFIC OPERATIONS AND MAINTENANCE PLANS

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**Eco-Roofs and Roof Gardens**  
**Operations & Maintenance Plan**

**Eco-roofs and Roof Gardens** are vegetated roof systems that retain and filter stormwater and provide aesthetic and energy conservation benefits. All facility components, including soil substrate or growth medium, vegetation, drains, irrigation systems (if applicable), membranes, and roof structure shall be inspected for proper operations, integrity of the waterproofing, and structural stability throughout the life of the eco-roof or roof garden. All elements shall be inspected once a month from April through September. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Soil Substrate/ Growing Medium** shall be inspected for evidence of erosion from wind or water.

- If erosion channels are evident, they shall be stabilized with additional soil substrate/growth medium and covered with additional plants.

**Eco-Roof System Structural Components** shall be operated and maintained in accordance with manufacturer's requirements. Drain Inlets shall be kept unrestricted.

- Inlet pipe shall be cleared when soil substrate, vegetation, debris or other materials clog the drain inlet. Sources of sediment and debris shall be identified and corrected.
- Determine if drain inlet pipe is in good condition and correct as needed.

**Debris and Litter** shall be removed to prevent clogging of inlet drains and interference with plant growth.

**Vegetation** shall be maintained to provide 90% plant cover.

- During the Establishment Period, plants shall be replaced once per month as needed. During the long-term period, dead plants shall generally be replaced once per year in the fall months.
- Fallen leaves and debris from deciduous plant foliage shall be removed.
- Nuisance and prohibited vegetation from the Eugene Plant List shall be removed when discovered.
- Dead vegetation shall be removed and replaced with new plants.
- Weeding shall be manual with no herbicides or pesticides used. Weeds shall be removed regularly and not allowed to accumulate.
- Fertilization is not necessary and fertilizers shall not be applied.
- During drought conditions, mulch or shade cloth may be applied to prevent excess solar damage and water loss.
- Mowing of grasses shall occur as needed. Clippings shall be removed.

**Irrigation** can be accomplished either through hand watering or automatic sprinkler systems. If automatic sprinklers are used, manufacturers' instructions for operations and maintenance shall be followed.

- During the Establishment Period (1-3 years), water sufficient to assure plant establishment and not to exceed ¼ inch of water once every 3 days shall be applied.
- During the long-term period (3+ years), water sufficient to maintain plant cover and not to exceed ¼ inch of water once every 14 days shall be applied.

**Spill Prevention** measures from mechanical systems located on roofs shall be exercised when handling substances that can contaminate stormwater.

- Releases of pollutants shall be corrected as soon as identified.

**Training and/or written guidance information** for operating and maintaining eco-roofs shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access and Safety** to the eco-roof shall be safe and efficient.

- Egress and ingress routes shall be maintained to design standards. Walkways shall be clear of obstructions and maintained to design standards.

**Aesthetics** of the eco-roof shall be maintained as an asset to the property owner and community.

- Evidence of damage or vandalism shall be repaired and accumulation of trash or debris shall be removed upon discovery.

**Insects** shall not be harbored at the eco-roof.

- Standing water creating an environment for development of insect larvae shall be eliminated by manual means. Chemical sprays shall not be used.

**Contained Planters**  
**Operations & Maintenance Plan**

**Contained planters** are designed to intercept rainfall that would normally fall on impervious surfaces. In this respect contained planters convert impervious surfaces to pervious ones, decreasing the amount of stormwater runoff from a site. Water should drain through the planter within 3-4 hours after a storm event. All facility components and vegetation shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation and 2 times per year thereafter. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Filter Media** consisting of sand or topsoil shall allow stormwater to percolate uniformly through the planter.

- The planter shall be excavated and cleaned, and gravel or soil shall be replaced to correct low infiltration rates.
- Holes that are not consistent with the design and allow water to flow directly through the planter to the ground shall be plugged.
- Litter and debris shall be removed routinely (e.g., no less than quarterly) and upon discovery.

**Planter** shall contain filter media and vegetation.

- Structural deficiencies in the planter including rot, cracks, and failure shall be repaired.

**Planter Reservoir** receives and detains storm water prior to infiltration. If water does not drain from reservoir within 3-4 hours of storm event, sources of clogging shall be identified and corrected. Topsoil may need to be amended with sand or replaced all together.

**Vegetation** shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

- Mulch shall be replenished at least annually.
- Planter vegetation shall be irrigated to ensure survival.
- Vegetation, large shrubs or trees that limit access or interfere with planter operation shall be pruned or removed.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance and prohibited vegetation from the Eugene Plant List shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species (measured in a 10 x 10 foot plot) shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when planter function is impaired. Vegetation shall be replaced within a specific timeframe, e.g., 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.

**Training and/or written guidance information** for operating and maintaining planters shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the stormwater planter shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the stormwater planter shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

**Insects & Rodents** shall not be harbored at the stormwater planter. Pest control measures shall be taken when insects/rodents are found to be present.

- Standing water creating an environment for development of insect larvae shall be eliminated.
- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides Bacillus thurengensis var. israeliensis or other approved larvicides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the stormwater planter shall be filled and compacted.

**Debris and Litter** shall be removed to maintain soil health and to prevent interference with plant growth.

## Pervious Pavement Operations & Maintenance Plan

**Pervious pavement** is a permeable pavement surface with an underlying stone reservoir that temporarily stores surface runoff before infiltrating into the subsoil or being collected in underlying drain pipes and being discharged off-site. There are many types of pervious pavement including plastic rings planted with grass, stone or concrete blocks with pore spaces backfilled with gravel or sand, porous asphalt, and porous concrete. Pervious pavement accepts only precipitation, not stormwater runoff. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Surface:** In most pervious pavement design, the pavement itself acts as pretreatment to the stone reservoir below. The surface shall be kept clean and free of leaves, debris, and sediment. The surface shall not be overlaid with an impermeable paving surface

- Regular sweeping shall be implemented for porous asphalt or concrete systems.

**Overflows or Emergency Spillways** are used in the event that the facility's infiltration capacity is exceeded. Overflow devices shall be inspected for obstructions or debris, which shall be removed upon discovery. Overflow or emergency spillways shall be capable of transporting high flows of stormwater to an approved stormwater receiving system.

- Sources of erosion damage shall be identified and controlled when native soil is exposed near the overflow structure.

**Vegetation (where applicable)** shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion. Vegetation, such as trees and shrubs, should not be located in or around the pervious pavement because roots from trees can penetrate the pavement, and leaves from deciduous trees and shrubs can increase the risk of clogging the surface.

- Vegetation and large shrubs/trees that limit access or interfere with porous pavement operation shall be pruned.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Poisonous, nuisance, dead or odor producing vegetation shall be removed immediately.
- Grass shall be mowed to less than four inches and grass clippings shall be bagged and removed.
- Irrigation shall be provided as needed.

**Source Control** measures prevent pollutants from mixing with stormwater. Typical non-structural control measures include raking and removing leaves, street sweeping, vacuum sweeping, limited and controlled application of pesticides and fertilizers, and other good house keeping practices.

**Spill Prevention** measures shall be exercised when handling substances that can contaminate stormwater. A spill prevention plan shall be implemented at all non-residential sites and in areas where there is likelihood of spills from hazardous materials. However, virtually all sites, including residential and commercial, present potential danger from spills. All homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, solvents, pesticides, and cleaning aids that can adversely affect storm water if spilled. It is important to exercise caution when handling substances that can contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

**Training and/or written guidance information** for operating and maintaining pervious pavement shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the pervious pavement shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable. Obstacles preventing maintenance personnel and/or equipment access to the porous pavement shall be removed.

Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

**Debris and Litter** shall be removed to prevent clogging.

**Pervious Pavement  
Operations & Maintenance Plan**

**Insects & Rodents** shall not be harbored at the pervious pavement. Pest control measures shall be taken when insects/rodents are found to be present.

- Standing water creating an environment for development of insect larvae shall be eliminated.
- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the pervious pavement shall be filled and compacted.

**If used at this site, the following will be applicable:**

**Signage** may serve to educate people about the importance or function of the site's stormwater protection measures. It may also discourage behaviors that adversely affect stormwater protection measures. For example, if debris is a problem, a sign reminding people not to litter may partially solve the problem. Broken or defaced signs shall be replaced/repared.

**Swales (Vegetated, Grassy, and Street)  
Operations & Maintenance Plan**

**Swales** are planted or grassed open channels that trap pollutants by filtering and slowing flows, allowing particles to settle out. The swale should drain within 48 hours of a storm event. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Swale Inlet** (such as curb cuts or pipes) shall maintain a calm flow of water entering the swale.

- Source of erosion shall be identified and controlled when native soil is exposed or erosion channels are forming.
- Sediment accumulation shall be hand-removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4" thick or so thick as to damage or kill vegetation.
- Inlet shall be cleared when conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.
- Rock splash pads shall be replenished to prevent erosion.

**Side Slopes** shall be maintained to prevent erosion that introduces sediment into the swale.

- Slopes shall be stabilized and planted using appropriate erosion control measures when native soil is exposed or erosion channels are forming.

**Swale Media** shall allow stormwater to percolate uniformly through the landscape swale. If the swale does not drain within 48 hours, it shall be tilled and replanted according to design specifications.

- Annual or semi-annual tilling shall be implemented if compaction or clogging continues.
- Debris in quantities that inhibit operation shall be removed routinely (e.g., no less than quarterly), or upon discovery.

**Swale Outlet** shall maintain sheet flow of water exiting swale unless a collection drain is used. Source of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are forming.

- Outlets such as drains and overland flow paths shall be cleared when 50% of the conveyance capacity is plugged.
- Sources of sediment and debris shall be identified and corrected.

**Vegetation** shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

Mulch shall be replenished as needed to ensure survival of vegetation.

- Vegetation, large shrubs or trees that interfere with landscape swale operation shall be pruned.
- Fallen leaves and debris from deciduous plant foliage shall be removed.
- Grassy swales shall be mowed to keep grass 4" to 9" in height. Clippings shall be removed to remove pollutants absorbed in grasses.
- Nuisance and prohibited vegetation from the Eugene Plant List (such as blackberries and English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation and woody material shall be removed to maintain less than 10% of area coverage or when swale function is impaired. Vegetation shall be replaced within 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.

**Debris and Litter** shall be removed to ensure stormwater conveyance and to prevent clogging of inlet drains and interference with plant growth.

**Spill Prevention** measures shall be exercised when handling substances that contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

**Training and/or written guidance information** for operating and maintaining swales shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the swale shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

**Swales (Vegetated, Grassy, and Street)  
Operations & Maintenance Plan**

- Obstacles preventing maintenance personnel and/or equipment access to the swale shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

**Insects & Rodents** shall not be harbored in the swale. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the swale shall be filled.

***If used at this site, the following will be applicable:***

**Check Dams** shall control and distribute flow.

- Causes for altered water flow shall be identified, and obstructions cleared upon discovery.
- Causes for channelization shall be identified and repaired.

**Level Spreaders**  
**Operations & Maintenance Plan**

**Level spreaders** are used to spread and disperse a concentrated flow thinly over a vegetated or forested riparian buffer or filter strip. Stormwater enters the spreader as a concentrated flow and discharges as sheet flow across a buffer area. All facility components and the vegetated buffer shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Level Spreader** shall allow runoff to enter the vegetative filter as predominantly sheet flow.

- Source of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are forming.
- Sediment build-up near or exceeding 2" in depth shall be removed.

**Inlet** shall assure unrestricted stormwater flow to the level spreader.

- Sources of erosion shall be identified and controlled when native soil is exposed or erosion channels are present.
- Sediment accumulation shall be hand-removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4 inches thick or so thick as to damage or kill vegetation.
- Inlet shall be cleared when conveyance capacity is plugged.
- Rock splash pads shall be replenished to prevent erosion.

**Spreader lip** shall allow water to exit the level spreader as sheet flow.

- Sources of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are deeper than 2 inches.
- Outlet shall be cleared when 50% of the conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.

**Vegetated buffer** shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

- Nuisance and prohibited vegetation from the Eugene Plant List (such as blackberries and English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when vegetation function is impaired. Vegetation shall be replaced immediately to control erosion where soils are exposed and within 3 months to maintain cover density.

**Spill Prevention** measures shall be exercised when handling substances that contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

**Training and/or written guidance information** for operating and maintaining level spreaders shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the level spreaders shall be safe and efficient. Egress and ingress routes shall be maintained to design standards.

Obstacles preventing maintenance personnel and/or equipment access to the facility shall be removed.

**Insects & Rodents** shall not be harbored in the level spreader. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.

## Level Spreaders

### Operations & Maintenance Plan

- If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvacides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the level spreader shall be filled.

**Vegetated Filter Strips**  
**Operations & Maintenance Plan**

**Vegetated filter strips** are gently sloped vegetated areas that stormwater runoff is directed to flow and filter through. Stormwater enters the filter as sheet flow from an impervious surface or is converted to sheet flow using a flow spreader. Flow control is achieved using the relatively large surface area and check dams. Pollutants are removed through infiltration and sedimentation. The vegetative filter should drain within 48 hours of storm event. All facility components and vegetation shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Flow Spreader** shall allow runoff to enter the vegetative filter as predominantly sheet flow.

- Source of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are forming.
- Sediment build-up near or exceeding 2" in depth shall be removed.

**Filter Inlet** shall assure unrestricted stormwater flow to the vegetative filter.

- Sources of erosion shall be identified and controlled when native soil is exposed or erosion channels are present.
- Sediment accumulation shall be hand-removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4 inches thick or so thick as to damage or kill vegetation.
- Inlet shall be cleared when conveyance capacity is plugged.
- Rock splash pads shall be replenished to prevent erosion.

**Filter Media** shall allow stormwater to percolate uniformly through the vegetative filter.

- If the vegetative filter does not drain within 48 hours, it shall be regraded and replanted according to design specifications. Established trees shall not be removed or harmed in this process.
- Debris in quantities more than 2" deep or sufficient to inhibit operation shall be removed routinely (e.g., no less than quarterly), or upon discovery.

**Check Dams** shall direct and control flow.

- Causes for altered water flow and channelization shall be identified, and obstructions cleared upon discovery.
- Cracks, rot, and structural damage shall be repaired.

**Filter Outlet** shall allow water to exit the vegetative filter as sheet flow, unless a collection drainpipe is used.

- Sources of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are deeper than 2 inches.
- Outlet shall be cleared when 50% of the conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.

**Vegetation** shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance and prohibited vegetation from the Eugene Plant List (such as blackberries and English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when vegetative filter function is impaired. Vegetation shall be replaced immediately to control erosion where soils are exposed and within 3 months to maintain cover density.

**Debris and Litter** shall be removed to ensure stormwater conveyance and to prevent clogging of inlet drains and interference with plant growth.

**Spill Prevention** measures shall be exercised when handling substances that contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

## Vegetated Filter Strips

### Operations & Maintenance Plan

**Training and/or written guidance information** for operating and maintaining vegetated filters shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the vegetative filter shall be safe and efficient. Egress and ingress routes shall be maintained to design standards.

Obstacles preventing maintenance personnel and/or equipment access to the facility shall be removed.

Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

**Insects & Rodents** shall not be harbored in the vegetated filter. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - iii) Installation of predacious bird or bat nesting boxes.
  - iv) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - v) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - vi) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the vegetated filter shall be filled.

## Stormwater Planters

### Operations & Maintenance Plan

**Planters** are designed to allow runoff to filter through layers of topsoil (thus capturing pollutants) and then either infiltrate into the native soils (infiltration planter) or be collected in a pipe to be discharged off-site (flow-through planter). The planter is sized to accept runoff and temporarily store the water in a reservoir on top of the soil. The flow-through planter is designed with an impervious bottom or is placed on an impervious surface. Water should drain through the planter within 3-4 hours after a storm event. All facility components and vegetation shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Downspout** from rooftop or sheet flow from paving allows unimpeded stormwater flow to the planter.

- Debris shall be removed routinely (e.g., no less than every 6 months) and upon discovery.
- Damaged pipe shall be repaired upon discovery.

**Splash Blocks** prevent splashing against adjacent structures and convey water without disrupting media.

- Any deficiencies in structure such as cracking, rotting, and failure shall be repaired.

**Planter Reservoir** receives and detains storm water prior to infiltration. Water should drain from reservoir within 3-4 hours of storm event.

- Sources of clogging shall be identified and corrected.
- Topsoil may need to be amended with sand or replaced all together.

**Filter Media** consisting of sand, gravel, and topsoil shall allow stormwater to percolate uniformly through the planter.

The planter shall be excavated and cleaned, and gravel or soil shall be replaced to correct low infiltration rates.

- Holes that are not consistent with the design and allow water to flow directly through the planter to the ground shall be plugged.
- Sediment accumulation shall be hand removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4 inches thick or so thick as to damage or kill vegetation.
- Litter and debris shall be removed routinely (e.g., no less than quarterly) and upon discovery.

**Planter** shall contain filter media and vegetation.

- Structural deficiencies in the planter including rot, cracks, and failure shall be repaired.

**Overflow Pipe** safely conveys flow exceeding reservoir capacity to an approved stormwater receiving system.

- Overflow pipe shall be cleared of sediment and debris when 50% of the conveyance capacity is plugged.
- Damaged pipe shall be repaired or replaced upon discovery.

**Vegetation** shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

- Mulch shall be replenished at least annually.
- Vegetation, large shrubs or trees that limit access or interfere with planter operation shall be pruned or removed.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance or prohibited vegetation from the Eugene Plant List shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when planter function is impaired. Vegetation shall be replaced within a specific timeframe, e.g., 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.

**Debris and Litter** shall be removed to ensure stormwater infiltration and to prevent clogging of overflow drains and interference with plant growth.

**Spill Prevention** measures shall be exercised when handling substances that contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

## Stormwater Planters

### Operations & Maintenance Plan

**Training and/or written guidance information** for operating and maintaining stormwater planters shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the stormwater planter shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the stormwater planter shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

**Insects & Rodents** shall not be harbored in the stormwater planter.

Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the stormwater planter shall be filled and compacted.

## Rain Gardens

### Operations & Maintenance Plan

A **vegetated Infiltration Basin** is a vegetated depression created by excavation, berms, or small dams to provide for short-term ponding of surface water until it percolates into the soil. The basin shall infiltrate stormwater within 24 hours. All facility components and vegetation shall be inspected for proper operations and structural stability, at a minimum, quarterly for the first 2 years from the date of installation, 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Basin Inlet** shall assure unrestricted stormwater flow to the vegetated basin.

- Sources of erosion shall be identified and controlled when native soil is exposed or erosion channels are present.
- Inlet shall be cleared when conveyance capacity is plugged.
- Rock splash pads shall be replenished to prevent erosion.

**Embankment, Dikes, Berms & Side Slopes** retain water in the infiltration basin.

- Structural deficiencies shall be corrected upon discovery:
- Slopes shall be stabilized using appropriate erosion control measures when soil is exposed/ flow channels are forming.
- Sources of erosion damage shall be identified and controlled.

**Overflow or Emergency Spillway** conveys flow exceeding reservoir capacity to an approved stormwater receiving system.

- Overflow shall be cleared when 25% of the conveyance capacity is plugged.
- Sources of erosion damage shall be identified and controlled when soil is exposed.
- Rocks or other armament shall be replaced when only one layer of rock exists.

**Filter Media** shall allow stormwater to percolate uniformly through the infiltration basin. If water remains 36-48 hours after storm, sources of possible clogging shall be identified and corrected.

- Basin shall be raked and, if necessary, soil shall be excavated, and cleaned or replaced.

**Sediment/ Basin Debris Management** shall prevent loss of infiltration basin volume caused by sedimentation. Gauges located at the opposite ends of the basin shall be maintained to monitor sedimentation.

- Sediment and debris exceeding 4" in depth shall be removed every 2-5 years or sooner if performance is affected.

**Debris and Litter** shall be removed to ensure stormwater infiltration and to prevent clogging of overflow drains and interference with plant growth.

- Restricted sources of sediment and debris, such as discarded lawn clippings, shall be identified and prevented.

**Vegetation** shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion.

- Mulch shall be replenished as needed to ensure healthy plant growth.
- Vegetation, large shrubs or trees that limit access or interfere with basin operation shall be pruned or removed.
- Grass shall be mowed to 4"-9" high and grass clippings shall be removed no less than 2 times per year.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance or prohibited vegetation from the Eugene Plant List (such as blackberries or English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when infiltration basin function is impaired. Vegetation shall be replaced within 3 months, or immediately if required to control erosion.

**Spill Prevention** measures shall be exercised when handling substances that contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

## Rain Gardens

### Operations & Maintenance Plan

**Training and/or written guidance information** for operating and maintaining vegetated infiltration basins shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the infiltration basin shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the infiltration basin shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

**Insects & Rodents** shall not be harbored in the infiltration basin. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the infiltration basin shall be filled.

**If used at this site, the following will be applicable:**

**Fences** shall be maintained to preserve their functionality and appearance.

- Collapsed fences shall be restored to an upright position.
- Jagged edges and damaged fences shall be repaired or replaced.

## Sand Filters

### Operations & Maintenance Plan

**Sand filters** consist of a layer of sand in a structural box used to trap pollutants. The water filters through the sand and then flows into the surrounding soils or an underdrain system that conveys the filtered stormwater to a discharge point. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, and 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Filter Inlet** shall allow water to uniformly enter the sand filter as calm flow, in a manner that prevents erosion.

- Inlet shall be cleared of sediment and debris when 40% of the conveyance capacity is plugged.
- Source of erosion damage shall be identified and controlled when native soil is exposed or erosion channels are forming.
- Sediment accumulation shall be hand-removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4 inches thick or so thick as to damage or kill vegetation.
- Rock splash pads shall be replenished to prevent erosion.

**Reservoir** receives and detains stormwater prior to infiltration. If water does not drain within 2-3 hours of storm event, sources of clogging shall be identified and correction action taken.

- Debris in quantities more than 1 cu ft or sufficient to inhibit operation shall be removed routinely (e.g., no less than quarterly), or upon discovery.
- Structural deficiencies in the sand filter box including rot, cracks, and failure shall be repaired upon discovery.

**Filter Media** shall allow stormwater to percolate uniformly through the sand filter. If water remains 36-48 hours after storm, sources of possible clogging shall be identified and corrected.

- Sand filter shall be raked and if necessary, the sand/gravel shall be excavated, and cleaned or replaced.
- Sources of restricted sediment or debris (such as discarded lawn clippings) shall be identified and prevented.
- Debris in quantities sufficient to inhibit operation shall be removed no less than quarterly, or upon discovery.
- Holes that are not consistent with the design structure and allow water to flow directly through the sand filter to the ground shall be filled.

**Underdrain Piping** (where applicable) shall provide drainage from the sand filter, and **Cleanouts** (where applicable) located on laterals and manifolds shall be free of obstruction, and accessible from the surface.

- Underdrain piping shall be cleared of sediment and debris when conveyance capacity is plugged. Cleanouts may have been constructed for this purpose.
- Obstructions shall be removed from cleanouts without disturbing the filter media.

**Overflow or Emergency Spillway** conveys flow exceeding reservoir capacity to an approved stormwater receiving system.

- Overflow spillway shall be cleared of sediment and debris when 50% of the conveyance capacity is plugged.
- Source of erosion damage shall be identified and controlled when erosion channels are forming.
- Rocks or other armament shall be replaced when sand is exposed and eroding from wind or rain.

#### Vegetation

- Vegetation, large shrubs or trees that limit access or interfere with sand filter operation shall be pruned.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance or prohibited vegetation from the Eugene Plant List (such as blackberries or English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed.

**Debris and Litter** shall be removed to ensure stormwater infiltration and to prevent clogging.

## Sand Filters

### Operations & Maintenance Plan

**Spill Prevention** measures shall be exercised when handling substances that contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

**Training and/or written guidance information** for operating and maintaining sand filters shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the sand filter shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the facility shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

**Insects & Rodents** shall not be harbored in the sand filter. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the infiltration basin shall be filled.

**Soakage Trenches**  
**Operations & Maintenance Plan**

**Soakage Trenches** consist of drain rock and sand, and receive stormwater from roof downspouts and/or area drains. There are various components within the system - piping, silt basin and the trench itself. The **Conveyance Piping** consists of an inlet pipe (downspout or area drain), an outlet pipe located between the silt basin and the soakage trench, and a perforated pipe, located on top of the aggregate bed of the soakage trench. The **Silt Basin** is a structure receiving runoff from an inlet pipe and conveying it to the soakage trench. The silt basin serves as the pre-treatment system for the soakage trench, removing sediments and other debris that can impact its proper functioning. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first two years from the date of installation, then two times per year afterwards, or within 48 hours after each major storm. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Soakage trench infiltration:** If water is noticed on top of the trench within 48 hours of a major storm, the soakage trench may be clogged.

- Check for debris/sediment accumulation, rake and remove and evaluate upland causes (erosion, surface or roof debris, etc
- Assess the condition of the aggregate and the filter fabric in the trench. If there is sediment in the aggregate, excavate and replace.
- If there is a tear in the filter fabric, repair or replace.

**Conveyance Piping:** If water ponds over the trench for more than 48 hours after a major storm and no other cause is identified, it may be necessary to remove the filter fabric to determine if the perforated pipe is clogged with sediment or debris.

- Any debris or algae growth located on top of the soakage trench should be removed and disposed of properly.
- If the piping has settled more than 1-inch, add fill material. If there are cracks or releases, replace or repair the pipe. If there are signs of erosion around the pipe, this may be an indication of water seeping due to a crack or break.

**Silt Basin:** If water remains in the soakage trench for 36-48 hours after storm, check for sediment accumulation in the silt basin

- If less than 50% capacity remains in the basin or 6" of sediment has accumulated, remove and dispose the sediment.

**Spill Prevention:** Virtually all sites, including residential and commercial, present dangers from spills. All homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, nail polish remover, pesticides, and cleaning aids that can adversely affect groundwater if spilled. It is important to exercise caution when handling substances that can contaminate stormwater.

- Activities that pose the chance of hazardous material spills shall not take place near soakage trenches.

A **Shut-Off Valve or Flow-Blocking Mechanism** may have been required with the construction of the soakage trench to temporarily prevent stormwater from flowing into it, in the event of an accidental toxic material spill. This may also involve mats kept on-site that can be used to cover inlet drains in parking lots. The shut-off valve shall remain in good working order, or if mats or other flow-blocking mechanisms are used, they shall be kept in stock on-site.

**Training and/or written guidance information** for operating and maintaining soakage trenches shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the soakage trench is required for efficient maintenance. Egress and ingress routes will be maintained to design standards at inspections.

## Soakage Trenches

### Operations & Maintenance Plan

**Insects & Rodents** shall not be harbored in the soakage trench. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the soakage trench shall be filled.

## Wet, Extended Wet Detention, and Dry Detention Ponds

### Operations & Maintenance Plan

**Wet Ponds** are constructed ponds with a permanent pool of water. Pollutants are removed from stormwater through gravitational settling and biologic processes. **Extended Wet Ponds** are constructed ponds with a permanent pool of water and open storage space above for short-term detention of large storm events. Pollutants are removed from stormwater through gravitational settling and biologic processes. **Dry Detention Ponds** are constructed ponds with temporary storage for the detention of large storm events. The stormwater is stored and released slowly over a matter of hours. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, and 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Pond Inlet** shall assure unrestricted stormwater flow to the wet pond.

- Inlet pipe shall be cleared when conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.
- Determine if pipe is in good condition:
  - If more than 1 inch of settlement, add fill material and compact soils.
  - If alignment is faulty, correct alignment.
  - If cracks or openings exist indicated by evidence of erosion at leaks, repair or replace pipe as needed.

**Forebay** traps coarse sediments, reduces incoming velocity, and distributes runoff evenly over the wet pond. A minimum 1-foot freeboard shall be maintained.

- Sediment buildup exceeding 50% of the facility capacity shall be removed every 2-5 years, or sooner if performance is being affected.

**Embankment, Dikes, Berms & Side Slopes** retain water in the wet pond.

- Slopes shall be stabilized using appropriate erosion control measures when native soil is exposed or erosion channels are forming.
- Structural deficiencies shall be corrected upon discovery:
  - If cracks exist, repair or replace structure.
  - If erosion channels deeper than 2 inches exist, stabilize surface. Sources of erosion damage shall be identified and controlled.

**Control Devices** (e.g., weirs, baffles, etc.) shall direct and reduce flow velocity. Structural deficiencies shall be corrected upon discovery:

- If cracks exist, repair or replace structure.

**Overflow Structure** conveys flow exceeding reservoir capacity to an approved stormwater receiving system.

- Overflow structure shall be cleared when 50% of the conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.
- Sources of erosion damage shall be identified and controlled when native soil is exposed at the top of overflow structure or erosion channels are forming.
- Rocks or other armoring shall be replaced when only one layer of rock exists above native soil.

**Sediment & Debris Management** shall prevent loss of wet pond volume caused by sedimentation.

- Wet ponds shall be dredged when 1 foot of sediment accumulates in the pond.
- Gauges located at the opposite ends of the wet pond shall be maintained to monitor sedimentation. Gauges shall be checked 2 times per year.
- Sources of restricted sediment or debris, such as discarded lawn clippings, shall be identified and prevented.
- Debris in quantities sufficient to inhibit operation shall be removed routinely, e.g. no less than quarterly, or upon discovery.
- Litter shall be removed upon discovery.

**Wet, Extended Wet Detention, and Dry Detention Ponds**

**Operations & Maintenance Plan**

**Vegetation** shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion and minimizing solar exposure of open water areas.

- Mulch shall be replenished at least annually.
- Vegetation, large shrubs or trees that limit access or interfere with wet pond operation shall be pruned or removed.
- Grass (where applicable) shall be mowed to 4" -9" high and grass clippings shall be removed.
- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Nuisance or prohibited vegetation from the Eugene Plant List (such as blackberries or English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species shall be removed and replaced.
- Dead vegetation shall be removed to maintain less than 10% of area coverage or when wet pond function is impaired. Vegetation shall be replaced within 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.
- Vegetation producing foul odors shall be eliminated.

**Spill Prevention** measures shall be exercised when handling substances that can contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.

**Training and/or written guidance information** for operating and maintaining ponds shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the wet pond shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.

- Obstacles preventing maintenance personnel and/or equipment access to the wet pond shall be removed.
- Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.

**Insects & Rodents** shall not be harbored in the pond. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvicides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the pond shall be filled.

**If used at this site, the following will be applicable:**

**Signage** shall clearly convey information.

- Broken or defaced signs shall be replaced or repaired.

**Fences** shall be maintained to preserve their functionality and appearance.

- Collapsed fences shall be restored to an upright position.
- Jagged edges and damaged fences shall be repaired or replaced.

<b>Constructed Treatment Wetlands Operations &amp; Maintenance Plan</b>
<p><b>Constructed Treatment Wetlands</b> remove pollutants through several processes: sedimentation, filtration, and biological processes. All facility components, vegetation, and source controls shall be inspected for proper operations and structural stability. These inspections shall occur, at a minimum, quarterly for the first 2 years from the date of installation, and 2 times per year thereafter, and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:</p>
<p><b>Wetland Inlet</b> shall assure unrestricted stormwater flow to the wetland.</p> <ul style="list-style-type: none"> <li>• Inlet pipe shall be cleared when conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.</li> <li>• Determine if pipe is in good condition: <ul style="list-style-type: none"> <li>○ If more than 1 inch of settlement, add fill material and compact soils.</li> <li>○ If alignment is faulty, correct alignment.</li> <li>○ If cracks or openings exist indicated by evidence of erosion at leaks, repair or replace pipe as needed.</li> </ul> </li> </ul>
<p><b>Forebay</b> traps coarse sediments, reduces incoming velocity, and distributes runoff evenly over the wetland. A minimum 1-foot freeboard shall be maintained.</p> <ul style="list-style-type: none"> <li>• Sediment buildup exceeding 50% of the facility capacity shall be removed every 2-5 years, or sooner if performance is being affected.</li> </ul>
<p><b>Embankment, Dikes, Berms &amp; Side Slopes</b> retain water in the wetland.</p> <ul style="list-style-type: none"> <li>• Slopes shall be stabilized using appropriate erosion control measures when native soil is exposed or erosion channels are forming.</li> <li>• Structural deficiencies shall be corrected upon discovery: <ul style="list-style-type: none"> <li>○ If cracks exist, repair or replace structure.</li> <li>○ If erosion channels deeper than 2 inches exist, stabilize surface. Sources of erosion damage shall be identified and controlled.</li> </ul> </li> </ul>
<p><b>Control Devices</b> (e.g., weirs, baffles, etc.) shall direct and reduce flow velocity.</p> <ul style="list-style-type: none"> <li>• Structural deficiencies shall be corrected upon discovery:</li> <li>• If cracks exist, repair or replace structure.</li> </ul>
<p><b>Overflow Structure</b> conveys flow exceeding reservoir capacity to an approved stormwater receiving system.</p> <ul style="list-style-type: none"> <li>• Overflow structure shall be cleared when 50% of the conveyance capacity is plugged. Sources of sediment and debris shall be identified and corrected.</li> <li>• Sources of erosion damage shall be identified and controlled when native soil is exposed at the top of overflow structure or erosion channels are forming.</li> <li>• Rocks or other armament shall be replaced when only one layer of rock exists above native soil.</li> </ul>
<p><b>Sediment &amp; Debris Management</b> shall prevent loss of wetland volume caused by sedimentation.</p> <ul style="list-style-type: none"> <li>• Wetlands shall be dredged when 1 foot of sediment accumulates.</li> <li>• Gauges located at the opposite ends of the wetland shall be maintained to monitor sedimentation. Gauges shall be checked 2 times per year.</li> <li>• Sources of restricted sediment or debris, such as discarded lawn clippings, shall be identified and prevented.</li> <li>• Debris in quantities sufficient to inhibit operation shall be removed routinely, e.g. no less than quarterly, or upon discovery.</li> <li>• Litter shall be removed upon discovery.</li> </ul>
<p><b>Vegetation</b> shall be healthy and dense enough to provide filtering while protecting underlying soils from erosion and minimizing solar exposure of open water areas.</p> <ul style="list-style-type: none"> <li>• Mulch shall be replenished when needed.</li> <li>• Vegetation, large shrubs or trees that limit access or interfere with wetland operation shall be pruned.</li> <li>• Fallen leaves and debris from deciduous plant foliage shall be raked and removed.</li> <li>• Nuisance or prohibited vegetation from the Eugene Plant List (such as blackberries or English Ivy) shall be removed when discovered. Invasive vegetation contributing up to 25% of vegetation of all species</li> </ul>

<b>Constructed Treatment Wetlands Operations &amp; Maintenance Plan</b>
<p>shall be removed and replaced.</p> <ul style="list-style-type: none"> <li>• Dead vegetation shall be removed to maintain less than 10% of area coverage or when wetland function is impaired. Vegetation shall be replaced within 3 months, or immediately if required to maintain cover density and control erosion where soils are exposed.</li> <li>• Vegetation producing foul odors shall be eliminated.</li> </ul>
<p><b>Spill Prevention</b> measures shall be exercised when handling substances that can contaminate stormwater. Releases of pollutants shall be corrected as soon as identified.</p>
<p><b>Training and/or written guidance information</b> for operating and maintaining treatment wetlands shall be provided to all property owners and tenants. A copy of the O&amp;M Plan shall be provided to all property owners and tenants.</p>
<p><b>Access</b> to the wetland shall be safe and efficient. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable.</p> <ul style="list-style-type: none"> <li>• Obstacles preventing maintenance personnel and/or equipment access to the wetland shall be removed.</li> <li>• Gravel or ground cover shall be added if erosion occurs, e.g., due to vehicular or pedestrian traffic.</li> </ul>
<p><b>Insects &amp; Rodents</b> shall not be harbored in the constructed treatment wetland. Pest control measures shall be taken when insects/rodents are found to be present.</p> <ul style="list-style-type: none"> <li>• If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following: <ul style="list-style-type: none"> <li>i) Installation of predacious bird or bat nesting boxes.</li> <li>ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.</li> <li>iii) Stocking ponds and other permanent water facilities with fish or other predatory species.</li> <li>iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides <i>Bacillus thurengensis</i> var. <i>israeliensis</i> or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.</li> </ul> </li> <li>• Holes in the ground located in and around the constructed treatment wetland shall be filled.</li> </ul>
<p><b>If used at this site, the following will be applicable:</b></p>
<p><b>Signage</b> shall clearly convey information.</p> <ul style="list-style-type: none"> <li>• Broken or defaced signs shall be replaced or repaired.</li> </ul>
<p><b>Fences</b> shall be maintained to preserve their functionality and appearance.</p> <ul style="list-style-type: none"> <li>• Collapsed fences shall be restored to an upright position.</li> <li>• Jagged edges and damaged fences shall be repaired or replaced.</li> </ul>

**Underground Detention Tanks, Vaults, and Pipes  
Operations & Maintenance Plan**

Underground detention tanks, vaults, and pipes are designed to fill with stormwater during large storm events, slowly releasing it over a number of hours. There are numerous components to each system. **Drain Inlet Pipes** convey stormwater into the detention facility. The **detention Chamber** is the structure in which stormwater accumulates during a storm event. **Orifice Structure/ Outlet Drain Pipe** restricts the flow out of the detention chamber, allowing it to fill up and slowly drain out. The orifice structure is located at the downstream end of the detention chamber. Underground facilities shall be inspected quarterly and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Drain Inlet Pipes** shall be inspected for clogging or leaks where it enters the vault or basin during every inspection and cleanout.

- Debris/sediment that is found to clog the inlet shall be removed, tested, and disposed of in accordance with applicable federal and state requirements.

**Detention Chamber** shall be inspected for cracks or damage during each inspection.

- The detention chamber shall be cleaned out yearly or after an inch of sediment has accumulated. If there is a valve on the outlet pipe it shall be closed otherwise the outlet shall be plugged prior to cleanout. Grit and sediment that has settled to the bottom of the chamber shall be removed during each cleaning.
- Water and sediment in the detention chamber shall be removed, tested, and disposed of in accordance with regulations.
- Cleaning shall be done without use of detergents or surfactants. A pressure washer may be used if necessary.

**Orifice Structure/ Outlet Drain Pipe** shall be inspected for clogging during unit inspections/cleanouts.

- Debris/sediment that is found to clog the inlet shall be removed, tested, and disposed of in accordance with applicable federal and state requirements.

**Vegetation** such as trees should not be located in or around the detention facility because roots from trees can penetrate the unit body, and leaves from deciduous trees and shrubs can increase the risk of clogging the intake pipe.

- Large shrubs or trees that are likely to interfere with detention facility operation shall be identified at each inspection then removed.

**Source Control** measures typically include structural and non-structural controls. Non-structural controls can include street sweeping and other good house keeping practices. It is often easier to prevent pollutants from entering stormwater than to remove them.

- Source control measures shall be inspected and maintained (where applicable).

**Spill Prevention** procedures require high-risk site users to reduce the risk of spills. However, virtually all sites, including residential and commercial, present dangers from spills. Homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, nail polish remover, pesticides, and cleaning aids that can adversely affect storm water if spilled. It is important for everyone to exercise caution when handling substances that can contaminate stormwater.

Spill prevention procedures shall be implemented in areas where there is likelihood of spills from hazardous materials.

**Training and/or written guidance information** for operating and maintaining detention facilities shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the detention facility is required for efficient maintenance.

Egress and ingress routes shall be open and maintained to design standards.

## Underground Detention Tanks, Vaults, and Pipes

### Operations & Maintenance Plan

**Signage** may serve to educate people about the importance or function of the site's stormwater protection measures. Signs may also discourage behavior that adversely impacts the stormwater protection measures and encourages behavior that enhances or preserves stormwater quality. If debris is a problem, a sign reminding people not to litter may partially solve the problem.

Signage (where applicable) will be maintained and repaired as needed during or shortly after inspections.

**Insects & Rodents** shall not be harbored in the detention facility. Pest control measures shall be taken when insects/rodents are found to be present

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the detention facility shall be filled.

## Drywells

### Operations & Maintenance Plan

**Drywells** are designed to infiltrate stormwater into the ground. Stormwater is piped to drywells from roof downspouts or pollution control facilities such as swales or planters. The pollution control facility is designed to settle out sediments and separate oils and greases from the water before releasing it through a pipe to the drywell. This prolongs the life of the drywell and helps to prevent the contamination of soils and groundwater. The drywell is a concrete or plastic manhole section with many small holes in the sides to allow stormwater to infiltrate into the surrounding soil. The drywell system shall be inspected and cleaned quarterly and within 48 hours after each major storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Stormwater Drain Pipe** shall be inspected for clogging or leaks where it enters the drywell.

- Debris/sediment that is found to clog the pipe shall be removed and disposed of in accordance with applicable federal and state requirements.

**Drywell** shall be inspected during each cleanout. Ponding around the catch basins or sedimentation manhole or drywell lids may indicate that the drywell is failing due to siltation, or the clogging of the sediment pores surrounding the drywell.

Clogged drywells must be replaced.

**Vegetation** such as trees should not be located in or around the drywell because roots from trees can penetrate the unit body, and leaves from deciduous trees and shrubs can increase the risk of clogging the intake pipe.

- Large shrubs or trees that are likely to interfere with operation will be identified at each inspection and removed.

**Source Control** measures typically include structural and non-structural controls. Non-structural controls can include parking lot or street sweeping and other good house keeping practices. It is often easier to prevent pollutants from entering stormwater than to remove them.

- Source control measures shall be inspected and maintained (where applicable).

**Spill Prevention** procedures require high-risk site users to reduce the risk of spills. However, virtually all sites, including residential and commercial, present dangers from spills. Homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, solvents, pesticides, and cleaning aids that can adversely affect storm water if spilled. It is important to exercise caution when handling substances that can contaminate stormwater.

Spill prevention procedures shall be implemented in areas where there is likelihood of spills from hazardous materials.

A **Shut-Off Valve or Flow-Blocking Mechanism** may have been required with the construction of the drywell to temporarily prevent stormwater from flowing into it, in the event of an accidental toxic material spill. This may also involve mats kept on-site that can be used to cover inlet drains in parking lots. The shut-off valve shall remain in good working order, or if mats or other flow-blocking mechanisms are used, they shall be kept in stock on-site.

**Training and/or written guidance information** for operating and maintaining drywell systems shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the drywell is required for efficient maintenance. Egress and ingress routes shall be open and maintained to design standards.

## Drywells

### Operations & Maintenance Plan

**Insects & Rodents** shall not be harbored in the drywell. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the drywell shall be filled.

**Signage** may serve to educate people about the importance or function of the site's stormwater protection measures. Signs may also discourage behavior that adversely impacts the stormwater protection measures and encourages behavior that enhances or preserves stormwater quality. If debris is a problem, a sign reminding people not to litter may partially solve the problem.

Signage (where applicable) shall be maintained and repaired as needed during or shortly after inspections.

**Spill Control Manholes**  
**Operations & Maintenance Plan**

**Spill Control Manholes** operate using the principal that oil and water are immiscible (do not mix) and have different densities. Oil, being less dense than water, floats to the surface. The spill control manhole shall be inspected and cleaned quarterly. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

- **Stormwater Drain Inlet Pipe** shall be inspected for clogging or leaks where it enters the manhole during every inspection and cleanout. Debris/sediment that is found to clog the inlet shall be removed, tested, and disposed of in accordance with applicable federal and state requirements.

**Manhole Chamber** shall be inspected for cracks or damage during each inspection.

- The manhole shall be cleaned out quarterly. Cleanout shall be done in a manner to minimize the amount of trapped oil entering the outlet pipe. If there is a valve on the outlet pipe it shall be closed otherwise the outlet will be plugged prior to cleanout.
- Water and oil shall be removed, tested, and disposed of in accordance with regulations. Grit and sediment that has settled to the bottom of the chamber shall be removed during each cleaning
- Cleaning shall be done without use of detergents or surfactants. A pressure washer may be used if necessary.

**Absorbent Pillows and Pads** (where applicable) absorb oil from the separation chamber.

- Replacement shall occur at least twice a year, in the spring and fall, or as necessary to retain oil-absorbing function.

**Stormwater Drain Outlet Pipe** shall be inspected for clogging or leaks where it exits the manhole. Particular attention shall be paid to ensure that the joint where the tee joins the outlet pipe is watertight.

- Debris/sediment that is found to clog the outlet shall be removed, tested, and disposed of in accordance with applicable federal and state requirements.

**Vegetation** such as trees should not be located in or around the spill control manhole because roots can penetrate the unit body, and leaves from deciduous trees and shrubs can increase the risk of clogging.

- Large shrubs or trees that are likely to interfere with manhole operation shall be identified at each inspection and removed.

**Source Control** measures typically include structural and non-structural controls. Non-structural controls can include street sweeping and other good house keeping practices.

- Source control measures shall be inspected and maintained.

**Spill Prevention** procedures require high-risk site users to reduce the risk of spills. However, virtually all sites, including residential and commercial, present dangers from spills. Homes contain a wide variety of toxic materials including gasoline for lawn mowers, antifreeze for cars, nail polish remover, pesticides, and cleaning aids that can adversely affect storm water if spilled. It is important to exercise caution when handling substances that can contaminate stormwater.

Spill prevention procedures shall be implemented in areas where there is likelihood of spills from hazardous materials.

**Training and/or written guidance information** for operating and maintaining spill control manholes shall be provided to all property owners and tenants. A copy of the O&M Plan shall be provided to all property owners and tenants.

**Access** to the spill control manhole is required for efficient maintenance. Egress and ingress routes shall be open and maintained to design standards.

## Spill Control Manholes

### Operations & Maintenance Plan

**Insects & Rodents** shall not be harbored in the spill control manhole. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
  - iv) If non-chemical methods have proved unsuccessful, contact the City inspector prior to use of chemical methods such as the mosquito larvicides *Bacillus thurengensis* var. *israeliensis* or other approved larvacides. These materials may only be used with City inspector approval if evidence can be provided that these materials will not migrate off-site or enter the public stormwater system. Chemical larvicides shall be applied by a licensed individual or contractor.
- Holes in the ground located in and around the manhole shall be filled.

**Signage** may serve to educate people about the importance or function of the site's stormwater protection measures.

Signage (where applicable) shall be maintained and repaired as needed during or shortly after inspections.

## New Evergreen and Deciduous Trees

### Operations & Maintenance Plan

**Trees** intercept rainfall and therefore provide a level of pollution reduction and flow control. They also provide shade, helping to cool stormwater runoff. Trees used to meet stormwater management requirements shall be kept on a site and maintained properly to ensure continued stormwater benefits. Trees shall be inspected 2 times a year and within 48 hours of a major wind or storm event. The facility owner must keep a log, recording all inspection dates, observations, and maintenance activities. The following items shall be inspected and maintained as stated:

**Leaves and Debris** from the tree shall be regularly raked and disposed of.

- Fallen leaves and debris from deciduous plant foliage shall be raked and removed.
- Poisonous and nuisance vegetation around the tree shall be removed when discovered.
- Dead vegetation shall be pruned from the tree on a regular basis.

**Irrigation** shall be implemented during the establishment period to ensure tree survival. Hand watering is preferred, but a drip-irrigation system may be used.

**Protection** of the tree trunk and roots shall ensure tree survival. Care should be taken when digging near tree roots.

**Replacement** of dead trees shall be with a comparable species if it dies or must be removed for any another reason. The replacement tree shall be a minimum of 6' tall.

**Insects & Rodents** shall not be harbored in or around the trees. Pest control measures shall be taken when insects/rodents are found to be present.

- If a complaint is received or an inspection reveals that a stormwater facility is significantly infested with mosquitoes or other vectors, the property owner/owners or their designee may be required to eliminate the infestation at the City inspector's discretion. Control of the infestation shall be attempted by using first non-chemical methods and secondly, only those chemical methods specifically approved by the City's inspector. Acceptable methods include but are not limited to the following:
  - i) Installation of predacious bird or bat nesting boxes.
  - ii) Alterations of pond water levels approximately every four days in order to disrupt mosquito larval development cycles.
  - iii) Stocking ponds and other permanent water facilities with fish or other predatory species.
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- Holes in the ground located in and around the trees shall be filled.