



TOWN OF WINDHAM, NEW HAMPSHIRE

OFFICE OF THE BOARD OF SELECTMEN/TOWN ADMINISTRATOR

3 NORTH LOWELL ROAD – WINDHAM, NEW HAMPSHIRE 03087

PH: 603 432-7732 FAX: 603 965-1234 EMAIL: TOWNADMIN@WINDHAMNH.GOV

BMP: Catch Basin Cleaning Program

Description

The Windham General Services Department works with a vendor to perform routine inspections, cleaning, and maintenance of the approximately 2,800 catch basins that are located within the MS4 regulated area. The Town has implemented the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4.

- Routine inspection and cleaning of catch basins. Catch basins should be cleaned such that they are not more than 50 percent full at any time. The Town of Windham will initially inspect all catch basins within the regulated area within two (2) years of the effective date of the permit to evaluate sediment or debris accumulation and establish optimal inspection and maintenance frequencies to meet the “50 percent” goal.
- If a catch basin sump is more than 50% full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased.
- Catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be inspected and cleaned more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings (i.e., catch basins more than 50 percent full). Priority will also be given to catch basins that discharge to impaired waters.
- The following information will be included in each annual report:
 - Any action taken in response to excessive sediment or debris loadings
 - Total number of catch basins
 - Number of catch basins inspected
 - Number of catch basins cleaned
 - Total volume or mass of material removed from catch basins.

Catch Basin Cleaning Standard Operating Procedure

The Town of Windham’s SOP on catch basin cleaning is as follows:

- If necessary, notify residents and businesses of catch basin cleaning schedule to restrict parking and other requirements that could obstruct catch basin cleaning operations.
- All catch basins and or manholes will be cleaned every three (3) years to maintain optimization while paying close attention to problem areas.

- Work will be carried out by subcontractors who possess the proper equipment and manpower needed to complete the task in a sufficient and timely manner.
- The Town shall provide subcontractors with printed maps and instructions for catch basin cleaning routes and maintenance assignments, instructions to include:
 - Working upstream to downstream.
 - Cleaning sediment and trash off grate and visually inspecting the outside of the grate.
 - Cleaning the catch basins using the “claw” method.
 - Removing sediment that might have entered downstream pipe.
 - Document any basins that are more than 50% full based on visual observations of sediment levels before and after cleaning.
 - Inspecting catch basin for structural integrity.
 - If the contractor observes or suspects contamination, they are not to remove the sediment but to notify the General Services Director for separate removal and testing for proper disposal.
 - Document any and all observations about the condition of the catch basin structure and water quality on the Catch Basin Inspection Form (attached).
 - A Survey123 form was created to store files electronically. This form can only be filled out by Town employees with an Esri account. If anyone solely performs or is supervising catch basin cleaning except for Town employees with access to the electronic form, a paper form may be utilized. The form may be modified in the future should the Town identify any changes needing to be made.
 - Subcontractors shall be asked to fill out a Catch Basin Cleaning Log (see attached)
 - Bringing collected sediment to the Town Facility on Marblehead Road for storage and potential reuse in accordance with Reuse guidelines below.
- All collected materials will be logged by estimated yardage and recorded as well as reported to the proper authorities as required.
- Any concerns with the quality or operation of a catch basin should be reported to the Windham, NH Highway Department and efforts will be made to address them as quickly as possible.

Reuse of Catch Basin Sediments

Catch basin cleanings may be reused in compliance with current NH DES policies.

Catch basin residuals that are obviously contaminated with wastewater, animal waste, oils, gasoline, or other petroleum products must be tested pursuant to applicable hazardous waste determination requirements.

Measurable Goal(s)

All catch basins are cleaned in accordance with these procedures such that no catch basin is more than 50% full at any given time.

Attachments

Catch Basin Inspection Form)

Catch Basin Cleaning/ Inspection Survey

TOWN OF WINDHAM Catch Basin Cleaning Log

Date:		Precipitation in the last three days?		Yes	No
Weather Today:					
Supervisor/Crew Leader:					
ID / Street Name	Required Maintenance / Problems? (check all that apply)		Observed Potential Sources of Pollution	More than 50% Full?	Comments
	<input type="checkbox"/> Tree Work Required <input type="checkbox"/> New Grate Required <input type="checkbox"/> Pipe is Blocked <input type="checkbox"/> Frame Maintenance Required <input type="checkbox"/> Basin Undermined <input type="checkbox"/> Cannot Remove Cover	<input type="checkbox"/> Evidence of Dumping* <input type="checkbox"/> Ditch Work <input type="checkbox"/> Corrosion at Structure <input type="checkbox"/> Erosion Around Structure <input type="checkbox"/> Need Cement Around Grate <input type="checkbox"/> Other*	<input type="checkbox"/> None <input type="checkbox"/> Construct. Activity <input type="checkbox"/> Erosion <input type="checkbox"/> Material Storage <input type="checkbox"/> Equipment Storage <input type="checkbox"/> Other*	Yes No	
	<input type="checkbox"/> Tree Work Required <input type="checkbox"/> New Grate Required <input type="checkbox"/> Pipe is Blocked <input type="checkbox"/> Frame Maintenance Required <input type="checkbox"/> Basin Undermined <input type="checkbox"/> Cannot Remove Cover	<input type="checkbox"/> Evidence of Dumping* <input type="checkbox"/> Ditch Work <input type="checkbox"/> Corrosion at Structure <input type="checkbox"/> Erosion Around Structure <input type="checkbox"/> Need Cement Around Grate <input type="checkbox"/> Other*	<input type="checkbox"/> None <input type="checkbox"/> Construct. Activity <input type="checkbox"/> Erosion <input type="checkbox"/> Material Storage <input type="checkbox"/> Equipment Storage <input type="checkbox"/> Other*	Yes No	
	<input type="checkbox"/> Tree Work Required <input type="checkbox"/> New Grate Required <input type="checkbox"/> Pipe is Blocked <input type="checkbox"/> Frame Maintenance Required <input type="checkbox"/> Basin Undermined <input type="checkbox"/> Cannot Remove Cover	<input type="checkbox"/> Evidence of Dumping* <input type="checkbox"/> Ditch Work <input type="checkbox"/> Corrosion at Structure <input type="checkbox"/> Erosion Around Structure <input type="checkbox"/> Need Cement Around Grate <input type="checkbox"/> Other*	<input type="checkbox"/> None <input type="checkbox"/> Construct. Activity <input type="checkbox"/> Erosion <input type="checkbox"/> Material Storage <input type="checkbox"/> Equipment Storage <input type="checkbox"/> Other*	Yes No	
	<input type="checkbox"/> Tree Work Required <input type="checkbox"/> New Grate Required <input type="checkbox"/> Pipe is Blocked <input type="checkbox"/> Frame Maintenance Required <input type="checkbox"/> Basin Undermined <input type="checkbox"/> Cannot Remove Cover	<input type="checkbox"/> Evidence of Dumping* <input type="checkbox"/> Ditch Work <input type="checkbox"/> Corrosion at Structure <input type="checkbox"/> Erosion Around Structure <input type="checkbox"/> Need Cement Around Grate <input type="checkbox"/> Other*	<input type="checkbox"/> None <input type="checkbox"/> Construct. Activity <input type="checkbox"/> Erosion <input type="checkbox"/> Material Storage <input type="checkbox"/> Equipment Storage <input type="checkbox"/> Other*	Yes No	
	<input type="checkbox"/> Tree Work Required <input type="checkbox"/> New Grate Required <input type="checkbox"/> Pipe is Blocked <input type="checkbox"/> Frame Maintenance Required <input type="checkbox"/> Basin Undermined <input type="checkbox"/> Cannot Remove Cover	<input type="checkbox"/> Evidence of Dumping* <input type="checkbox"/> Ditch Work <input type="checkbox"/> Corrosion at Structure <input type="checkbox"/> Erosion Around Structure <input type="checkbox"/> Need Cement Around Grate <input type="checkbox"/> Other*	<input type="checkbox"/> None <input type="checkbox"/> Construct. Activity <input type="checkbox"/> Erosion <input type="checkbox"/> Material Storage <input type="checkbox"/> Equipment Storage <input type="checkbox"/> Other*	Yes No	
	<input type="checkbox"/> Tree Work Required <input type="checkbox"/> New Grate Required <input type="checkbox"/> Pipe is Blocked <input type="checkbox"/> Frame Maintenance Required <input type="checkbox"/> Basin Undermined <input type="checkbox"/> Cannot Remove Cover	<input type="checkbox"/> Evidence of Dumping <input type="checkbox"/> Ditch Work <input type="checkbox"/> Corrosion at Structure <input type="checkbox"/> Erosion Around Structure <input type="checkbox"/> Need Cement Around Grate <input type="checkbox"/> Other	<input type="checkbox"/> None <input type="checkbox"/> Construct. Activity <input type="checkbox"/> Erosion <input type="checkbox"/> Material Storage <input type="checkbox"/> Equipment Storage <input type="checkbox"/> Other*	Yes No	

Catchbasin Cleaning/Inspection Survey			
Inspection Date and Time		Inspector Initials	
Catchbasin ObjectID			
Location	Survey123 Form: Location autopopulates		
Purpose of Inspection	Condition Assessment - Catchment Investigation	Condition Assessment - Outfall Screening	Condition Assessment - Follow up ¹
	Cannot Locate (CNL)	Cleaning	Mapping
¹ Description of Original Complaint/Report (If Purpose of Inspection is Follow up)			
(If purpose of inspection is cleaning) Weather Today?	Clear, No Precipitation	Light Rain	Moderate/Heavy Rain
(If purpose of inspection is cleaning) Precipitation in the last 3 days?	Yes	No	
Cleaning Required?	Yes	No	
Percentage of Sump Filled Before Cleaning (If purpose of visit is cleaning)	0% - 100%		
Required Maintenance or Problems Observed?	Yes	No	
Required Maintenance Problems (check/circle all that apply)	Tree work required	New grate required	Pipe is blocked
	Frame maintenance required	Basin undermined	Cannot remove cover
	Evidence of dumping	Ditch work	Corrosion at structure
	Erosion around structure	Need cement around grate	Other:
Condition Assessment?	Yes	No	
Cover/Grate Condition	Good	Fair	Poor
	Failing		
Frame Condition	Good	Fair	Poor
	Failing	Rusted	
Riser Condition	Good	Fair	Poor
	Failing	N/A - No Riser Present	
Riser Material	Brick	Concrete Block	Other:
Corbel/Chimney Condition	Good	Fair	Poor
	Failing	Not Visible	
Corbel Material	Brick	Concrete Block	Precast Concrete
	Cast in Place Concrete	Other:	
Wall Condition	Good	Fair	Poor
	Failing	Not Visible	
Wall Material	Brick	Concrete Block	Precast Concrete
	Cast in Place Concrete	Other:	
Bench Condition	Good	Fair	Poor
	Failing	Not Visible	
Bench Material	Brick	Concrete Block	Precast Concrete
	Cast in Place Concrete	Dirt	Other:
Any Failing Features?	Yes	No	
Describe Issues needing Immediate Maintenance (If anything failing):			
Observed Potential Sources of Pollution	None	Construction Activity	Erosion
	Material Storage	Equipment Storage	Other:
Notes or Comments			
Photos of Structure	Photo 1: Outlet at 6 O'Clock	Photo 2: Surrounding Area	
Additional Photos - Poor or Failing Rating	Add up to 4 photos of any features needing maintenance rated "poor" or "failing"		