



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).
 - 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

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	
	<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	

