



Your Actions Prevent Stormwater Pollution!

Standard Operating Procedures for Water Quality Protection

Drainageway Maintenance SOP

Why

Standard Operating Procedures (SOPs) have been prepared for all activities conducted as part of the City's Municipal Operations that have the potential to impact 'waters of the state. One of the primary goals of these SOPs is to **provide time-tested, generally accepted routine procedures that minimize the potential for release of pollutants from a site during the performance of municipal operations activities.**

What

Drainageway Maintenance is an operational best management practice (BMP) developed to control pollutant discharges by promoting maintenance of our primary "filter" for stormwater runoff reaching 'waters of the state', including our creeks, drainage channels, ditches, and grass swales with or without active flows. Drainageways can be a source of pollutants if not properly maintained. These procedures are critical steps that must be included for all maintenance activities in City drainageways.



Where Who

All City employees or City-contracted personnel who maintain stormwater conveyance structures.

City drainageways and related surface water conveyance features.

DO

- Conduct maintenance per schedule, or on an as-needed basis as identified during an inspection based on identified sediment and debris buildup, or on an as-needed basis after a storm event.
- Remove debris and trash from the drainageway and surrounding area and dispose properly before mowing; make note if noxious weeds present and notify supervisor.
- Inspect drainageway outfalls and trickle channel features (if applicable) while in field doing maintenance; note any feature that needs repair and/or replace due to defective materials; prepare an MRF report and follow through on repairs & replacement; note any unusual conditions in the drainageway during the inspection and report them.
- Report any suspected illegal connections or other waste dumping activities in the drainageway; these would include flows during dry-weather conditions, or unusual fluids. These may require special disposal operations; report to Supervisor.
- Clean out sediment from culverts in drainageways, ditches and swales; check if needs to re-graded (invert has filled in with fine-graded sediments). When mowing, collect grass clippings and all other clippings/trimmings and take offsite for disposal or dispose in trash.
- Maintain a longer riparian fringe at top of bank when mowing to catch pollutants.
- Report bare ground that may lead to erosion; re-vegetate as necessary. Report locations of grass clippings, etc being placed in drainageway; remove these wastes.

DO NOT

- DO NOT mow drainageways, ditches, or swales too close to the surface; height should be 4 to 6 inches to maintain healthy grasses
- DO NOT clean equipment or conduct maintenance on equipment in the drainageway, channel, ditch, or near a storm drain or other stormwater conveyance feature.
- DO NOT leave grass clippings or trimming residue in channel; collect and dispose of in trash.
- DO NOT apply landscaping chemicals in channel area, or in areas where the residue could make it into the drainageway during a storm event
- DO NOT make contact with anyone suspected of an illicit discharge without first contacting supervisor for instructions.
- DO NOT attempt to clean up any unidentified or possibly hazardous materials found in or around channel during inspections; notify supervisor immediately upon discovery.