

MONITORING PLAN TEMPLATE

1. TITLE PAGE

Include:

- A. Site name
- B. Site Address
- C. Site APN
- D. TRPA Project File Number
- E. Contact information

2. SITE DESCRIPTION

Include:

- A. Uses on Site (real estate, dry cleaner, apartments, etc.)
- B. Occupancy (How many cars occupy the lot on any given day?)
- C. Landscaping
- D. Connectivity (If the BMPs failed or overflowed, where does the water go?)
- E. SEZ/Surface Water/Groundwater Proximity
- F. Soil types/topography
- G. Toxic or harmful substances which may be present on site, including potential for fine sediment and nutrient transport

Resources:

- NRCS soil survey
- TRPA Land Capability Data
- BMP Handbook, Chapter 2, Site Analysis
- EPA <http://cfpub.epa.gov/npdes/home.cfm>

3. MONITORING LOCATIONS, TECHNIQUES, AND FREQUENCY

Include:

- A. Narrative description for each location and technique should describe why a location and method is chosen (grab sample at the outlet of a slotted channel drain because it provides a collection point for a large parking area, or photo of a slope which requires revegetation success for long term stabilization)
- B. Sample methods to be used (auto-sampling/grab samples/passive samples/visual/photo)
- C. Define discharge standards (surface or soil/groundwater)
- D. Sampling Frequency – provide a description of how often you will be observing/maintaining/sampling. Justify this frequency using the following factors.
 1. Potential for direct discharge to Lake Tahoe or its tributaries.
 2. Availability of reliable effectiveness data for the BMP being monitored
 3. Sample number shall be large enough to capture a variety of conditions including summer and winter storms and first flush events.
 4. Photo monitoring of vegetation shall generally occur in the spring and fall, on May 1 and October 15 of each year but may be adjusted as appropriate.
- E. Data Collection

1. Time, date and location of sample/photo
 2. Name and title of person collecting data
 3. Interval since previous storm
 4. Approximate point in the hydrograph when sample was taken. (Beginning, middle, or end of event)
 5. Number of cars in lot/other use information
 6. Relative intensity of precipitation event
 7. Other site observations
- F. Action levels and corrective measures
1. Identify when corrective measures will be taken (water sample analysis show sample does not meet discharge standards, photo monitoring shows less than 80 percent cover or rilling, etc.)
 2. Identify specific corrective actions that will be taken if BMPs fail to meet standards. Examples of corrective actions include: Increase maintenance frequency from x to y, modify non-structural BMPs (reduce fertilizer use, incorporate more frequent sweeping, etc.), install additional BMPs)

Resources:

- LTIMP Monitoring Protocols
- TRPA Code, Chapter 81
- Revised TRPA BMP Handbook

4. INSPECTION AND MAINTENANCE

Include:

- A. Inventory of all BMPs on site, including non-structural BMPs such as sweeping
- B. Staff Training and Education
- C. Maintenance Protocols for all BMPs including maintenance triggers
- D. Sample maintenance log with desired conditions for all BMPs
- E. Corrective actions which may be implemented if a BMP fails

Resources:

- BMP Handbook
- BMP RAM

5. DATA COLLECTION AND REPORTING

- A. Identify who will be responsible for collecting data
- B. Identify and provide contact information for the person responsible for delivering reports to TRPA
- C. Identify how often and when reports will be prepared, a minimum of once each calendar year.
- D. Provide a Report Template (see TRPA Permitted Project Report Template)