

BMP Inspection and Maintenance Log

BMP inspection and maintenance is necessary to ensure BMPs are functioning properly. Once inspection and maintenance is completed submit this form and documentation to TRPA and the BMP certificate(s) associated with the property will be updated with a new date.
 Email to bmp@trpa.org, fax to 775-588-4527, or mail to PO Box 5310 Stateline NV 89449

APN: 1318-26-101-011	Name: Tahoe Regional Planning Agency
Property Address: 128 Market Street	Contact Info (phone/email): 775-589-5202
Land Use: Commercial	Date: March 16, 2015

Refer to TahoeBMP.org and the [BMP Handbook](#) for additional information.

BMPs listed include the chapter number from the TRPA BMP Handbook. Using the Log Number note the location for all BMPs on the accompanying site plan. Documentation for contracted services should be noted and submitted with this inspection log. Note corrective maintenance actions for any items marked "No" in the Documentation/Corrective Action column. Use the "Other" field at the end of the log to complete any Corrective Action information that does not fit into the Documentation/Corrective Action column.

<input type="checkbox"/> 1. Gravel Infiltration System (trench, "dry-well") - Chapter 4.1-c			
Location	Yes	No	Documentation / Corrective Action
Is stormwater from impervious surfaces conveyed to and captured by the infiltration trench?	<input type="checkbox"/>	<input type="checkbox"/>	
Is compaction minimal?	<input type="checkbox"/>	<input type="checkbox"/>	
Have invasive weeds been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	
Has accumulated sediment from upslope contributing sources been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	
Is standing water properly infiltrating/evaporating 96 hours after storm events?	<input type="checkbox"/>	<input type="checkbox"/>	
For drip line trenches: In accordance with Fire Defensible Space Guidelines, is the 5 foot perimeter around the structure free of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	

<input checked="" type="checkbox"/> 2. Infiltration Basin - Chapter 4.1-b			
Note: For vegetated basins inspect plant health and reseed/replant as needed.			
Location 2a, 2b	Yes	No	Documentation / Corrective Action
Is stormwater conveyed to functioning inlets and outlets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inlets to be cleared of pine needles and debris - Spring 2015
Is erosion or undercutting at the inlets and outlets stabilized? (Especially along adjacent slopes; no animal holes, burrows or mounds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the basin clear of trash and debris? (Inlet, outlet & within structure)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pine cones and needles and debris to be cleared - Spring 2015
Have invasive weeds been cleared?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weeds and dead vegetation to be cleared in April/May 2015
Is standing water properly infiltrating/evaporating 96 hours after storm events? If "No", hardpan may need to be scarified or sediment removed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> 3. Sediment Trap - Chapter 4.4-i			
Location	Yes	No	Documentation / Corrective Action
Is the sediment trap structurally intact and properly capturing and conveying stormwater?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the trap clear of trash and debris? (Inlet, outlet & within structure)	<input type="checkbox"/>	<input type="checkbox"/>	
Is standing water properly infiltrating/evaporating 96 hours after storm events?	<input type="checkbox"/>	<input type="checkbox"/>	

4. Drop Inlet (Drain Inlet) - Chapter 4.3-e			
Location 4a-4j	Yes	No	Documentation / Corrective Action
Is the drop inlet structurally intact and properly capturing and conveying stormwater?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All drop inlets inspected after precipitation events and are properly conveying storm water.
Is the system clear of trash and debris? (Inlet, outlet & within structure)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Has accumulated sediment from upslope contributing sources been cleared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is standing water properly infiltrating/evaporating 96 hours after storm events?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

5. Drop Inlet Insert (Drain Inlet Insert) - Chapter 4.4-d			
Location 4b	Yes	No	Documentation / Corrective Action
Is the insert in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the insert appear to be functioning properly? (Refer to manufacturer's instructions.) If "No", then state when the system is next scheduled for maintenance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The insert will be inspected annually (by the manufacturer in Spring 2015) and filters will be replaced if necessary.

6. Slotted Channel Drain - Chapter 4.3-g			
Note: Some drains that do not have removable grates will require service by a vector truck to restore function.			
Location 6a, 6b	Yes	No	Documentation / Corrective Action
Is the drain structurally intact and properly capturing and conveying stormwater?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the drain clear of trash and debris?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drains cleared in March 2015.
Has accumulated sediment from upslope contributing sources been cleared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is standing water properly conveyed/evaporating 96 hours after storm events?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

7. Curb and Gutter - Chapter 4.3-b			
Location Throughout site	Yes	No	Documentation / Corrective Action
Are the curbs and gutters structurally intact and properly conveying stormwater?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Curbs broken from snow plows will be repaired in May 2015. Locations noted on site plan with black Xs.
Are the curbs and gutters clear of trash and debris?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

8. Asphalt/Concrete Swale - Chapter 4.3-h			
Location E along Market St.	Yes	No	Documentation / Corrective Action
Is the swale structurally intact and properly capturing and conveying stormwater?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concrete swale at rear ingress/egress (SE) is broken down from vehicular traffic but still functioning as designed.
Has accumulated sediment from upslope contributing sources been cleared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> 9. Rock Lined/Vegetated Swale - Chapter 4.3-j			
Location	Yes	No	Documentation / Corrective Action
Is stormwater from impervious surfaces properly accessing and conveyed by the swale?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the swale clear of trash and debris?	<input type="checkbox"/>	<input type="checkbox"/>	
Has accumulated sediment that would reduce swale capacity been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	
Is erosion or undercutting at the inlets and outlets stabilized? (Especially along adjacent slopes; no animal holes, burrows or mounds)	<input type="checkbox"/>	<input type="checkbox"/>	
Rock Lined: Have dislodged or unstable rocks been reoriented?	<input type="checkbox"/>	<input type="checkbox"/>	
Vegetated: Is adequate vegetation present to prevent erosion?	<input type="checkbox"/>	<input type="checkbox"/>	
Vegetated: Is the vegetation adequately mowed or pruned?	<input type="checkbox"/>	<input type="checkbox"/>	

<input checked="" type="checkbox"/> 10. Vegetation (including under Drip Lines) - Chapter 4.1c			
Note: In accordance with Fire Defensible Space Guidelines, combustible materials are not allowed within 5 feet of structures. (Use herbaceous vegetation)			
Location 10a, 10b	Yes	No	Documentation / Corrective Action
Have eroding areas been stabilized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the area clear of trash and/or debris or excess sediment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is adequate vegetation present to prevent erosion and facilitate infiltration? Inspect plant health and reseed/replant as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Have invasive weeds been cleared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> 11. Subsurface Infiltration System - Chapter 4.1-d			
Location	Yes	No	Documentation / Corrective Action
Are the system components structurally intact and functioning as designed?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the system clear of sediment and debris? (Inlet, outlet & within structure)	<input type="checkbox"/>	<input type="checkbox"/>	
Has the system been serviced (using a vactor truck) according to manufacturer's specifications? If "No", then state when the system is next scheduled for maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	

<input checked="" type="checkbox"/> 12. Parking and Vehicle Barriers - Chapter 4.2-m			
Note: Chapter 60.4 of TRPA's Code of Ordinances requires all areas accessed by vehicles year round to be paved			
Location Throughout site	Yes	No	Documentation / Corrective Action
Is vehicle access restricted to paved areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are all barriers structurally intact, and properly spaced and sized to prevent vehicular access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Have barriers that may have been moved for site management issues, such as snow storage, been returned to their original positions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parking barriers to be re-oriented in April/May 2015 -see Notes

<input checked="" type="checkbox"/> 13. Baffled Vault/Hydro-dynamic Separator - Chapter 4.4-f, g			
Location 13a-3 lids, 13b-5 lids	Yes	No	Documentation / Action Taken
Has the system been serviced (using a vactor truck) according to manufacturer's specifications? If "No", then state when the system is next scheduled for maintenance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sand/oil separators to be inspected annually and serviced as needed. Records of inspections and vactor truck pumping receipts will be kept on site. -see Notes

14. Slope Stabilization - Chapter 4.2[d-h]			
Location 14a, 14b	Yes	No	Documentation / Corrective Action
Is loose or bare soil stabilized through an appropriate measure? (Vegetation, terracing, rip rap, retaining walls, or mulch)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walls to be inspected annually for structural integrity.

15. Pervious Pavement/Paver Stones - Chapter 4.1-a			
Location N parking area	Yes	No	Documentation / Corrective Action
Is the surface structurally intact and properly capturing and infiltrating stormwater?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This pervious pavement was installed in 2004 and was not properly installed - see Notes
Has accumulated sediment been cleared manually or by using contracted services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If there is an outlet pipe, is it functioning properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are all areas upslope of the surface stabilized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Non-Structural and Site Management BMPs

16. Snow Storage - Chapter 4.3-b			
Note: Snow storage areas should never be located in Stream Environment Zones (SEZs)			
Location Throughout site	Yes	No	Documentation / Corrective Action
Is the snow storage location properly sited upslope of capture/conveyance BMPs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the snow storage area properly sized at roughly 20% of the area to be plowed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

17. Sweeping/Pavement Chapter 4.2-b, i			
Note: Commercial street sweepers are used to remove pollutants, debris, and sediment from roads and parking lots reducing the load discharged to BMP systems. Broom sweeping may also be noted in this field.			
Location Throughout site	Yes	No	Documentation / Corrective Action
Is pavement structurally intact and properly conveying stormwater?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Has accumulated sediment been cleared manually or by using contracted services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accumulated sediment swept up manually on site every month.

18. Dumpster Management - Chapter 4.2-m			
Location S of building	Yes	No	Documentation / Corrective Action
Are dumpsters properly located on paved surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are dumpsters closed, latched, and secure to prevent unwanted wildlife intrusions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

19. Hazardous Material Management - Chapter 4.2-n			
Note: Proper hazardous material storage can reduce potential maintenance costs incurred by BMP systems			
Location	Yes	No	Documentation / Corrective Action
Are storage and containment structures intact without deteriorating joints or leaks?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all material spills been contained, cleaned up, and properly disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	

20. Fertilizer Management - Chapter 5.4.2
Note: Sites with over 1 cumulative acre of turf or located in Stream Environment Zones, the shorezone, or other sensitive areas must account for their fertilizer use through a Fertilizer Management Plan

Location	Yes	No	Documentation / Corrective Action
Have required monitoring reports been submitted to the proper jurisdictions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are site management personnel educated on the Fertilizer Management Plan?	<input type="checkbox"/>	<input type="checkbox"/>	

21. Other/Notes: Describe any erosion issues, surface runoff problems, or other conditions relating to BMP compliance.

Items noted for inspection/maintenance in "Spring" will be addressed in April/May based on weather conditions.

Landscaped areas will all receive seasonal maintenance in the Spring. Sediment, dead vegetation, trash and debris will be removed and disposed of in approved locations, and new plants will be added where needed.

Documentation pending/Corrective Action notes:

12. Parking barriers locations to be inspected and re-oriented as needed when snow stakes are removed for season - Spring 2015.

13. Sand/oil separators, 13a and 13b, will be inspected Spring 2015 to assess service needs.

15. This pervious pavement test plot was not properly installed in 2004 and is not infiltrating storm water as intended, although run off is still captured, treated, and infiltrated by the larger BMP system. The location is up slope of drop inlets 4d and 4e, which direct storm water through sand/oil separator 13a before discharge to infiltration basin 2b.

Declaration:

I hereby declare under penalty of perjury that all information submitted as part of this BMP Inspection and Maintenance Log is true and accurate to the best of my knowledge. I understand that should any information submitted be inaccurate, erroneous, or incomplete, TRPA may take appropriate action.

Signature

