

## OPERATION & MAINTENANCE PLAN FOR FILTER INSERT

The maintenance program will include the following key components:

### 1. REGULAR SWEEPING AND REMOVAL OF DEBRIS:

Vehicle parking lot will be swept on a regular basis. Sediment and debris (litter, leaves, papers and cans, etc.) within the area, especially around the drainage inlet, will be collected and removed. The frequency of sweeping will be based on the amount of sediment and debris generated.

### 2. REGULAR INSPECTIONS:

The catch basin, downspout, or trench drain filter insert will be inspected on a regular basis. The frequency of inspection will be based on pollutant loading, amount of debris, leaves, etc., and amount of runoff. At a minimum, there will be three inspections per year.

### 3. CONDUCT OF THE VISUAL INSPECTION:

- a. Broom sweep around the inlet and remove the inlet grate.
- b. Inspect the filter liner for serviceability. If called for, the filter body will be replaced.
- c. Check the condition of the adsorbent pouches and visually check the condition of the enclosed adsorbent. If the surface of the granules is more than 50% coated with a dark gray or black substance, the pouches will be replaced with new ones.
- d. Check for loose or missing nuts (on some models) and gaps between the filter and the inlet wall, which would allow bypass of the filter during low flows.
- e. The filter components will be replaced in the inlet and the grate replaced.

### 4. CLEANING OUT THE FILTER INSERT:

Regardless of the model of filter insert, the devices must be cleaned out on a recurring basis. The manufacturer recommends at least three cleanings per year – more in high exposure areas. For the Hydro-Cartridge filters, the filter must be cleaned when the solids level reaches close to the full tip.

- a. The Standard Filter, in most cases, can be cleaned out by removing the device from the inlet and dumping the contents into a DOT approved drum for later disposal. If the oil-absorbant pouches need to be changed, the time to change them is immediately after dumping and before the filter is replaced in the inlet.
- b. Because of weight, method of installation and so forth, some filter inserts will be cleaned with the aid of a vactor truck. If necessary, the oil-absorbant pouches will be changed after the pollutants have been removed and as the filter is being returned to service.

### 5. MAINTENANCE LOG:

Keep a log of all inspections and maintenance performed on the catch basins, trench drains, and filter inserts. Keep this log on-site.