

Local BMP Maintenance & Operation Verification Program

City of San Ramon

The City of San Ramon has special requirements for the Maintenance and Operations Verification of treatment BMPs within its jurisdiction. The following section outlines these procedures.

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Requirements for Maintenance and Inspections

Maintenance and annual inspection of treatment BMPs is required by the City of San Ramon Stormwater Management and Discharge Control Ordinance (Chapter XII of Division B6, Section 370). In addition, the City of San Ramon may require that a Stormwater Management Facilities Operation and Maintenance Agreement and/or Right of Entry be executed as a Condition of Approval for the project.

List of Stormwater Treatment Facilities

The Engineering Division is responsible for maintaining the list of stormwater treatment facilities. Procedures are as follows:

- The Engineering Division shall approve the Stormwater Control Plan. The Stormwater Manager shall create a record for each site and file a copy of the plan.

City structure
 The City's Clean Water Program is run from the Public Works Department – Engineering Division. The Stormwater Manager is responsible for administering the City's Stormwater Program, with support from Engineering Inspectors.



- The Engineering Division shall receive and review the following documents when an applicant applies for a construction permit:
 1. detailed drawings and specifications for all stormwater facilities, and
 2. a draft Stormwater Control Operation and Maintenance (O&M) plan.



Requirements of the Stormwater Control O&M plan are available in Appendix F of the *Stormwater C.3 Guidebook*.

- The Stormwater Inspector shall verify the methods and materials used in the construction of the facilities coordinated with regular construction inspections. The Stormwater Inspector shall also verify that the facilities are maintained properly during the construction period.
- The Stormwater Manager shall receive the Final Stormwater Control O&M Plan prior to issuance of a Certificate of Occupancy, and add it to the file.

During the initial implementation of the O&M Verification Program, sites with stormwater treatment facilities are tracked by a simple list showing site name, owner, and address. Further information is accessed and compiled by referencing each specific Stormwater Control O&M Plan. In the future, as the number of sites with stormwater treatment facilities grows, the City of San Ramon shall create a database to track facility types, locations, and inspections.

Plan for Stormwater Facility Inspections

The Operator of each site with a stormwater treatment facility is required to obtain an annual Certificate of Compliance, which certifies the appropriate operation and maintenance of the site.

The Engineering Division is responsible for issuing notices to each site operator reminding them of the need to obtain an annual Certificate of Compliance. The notices will typically be mailed in July and shall be returned within 60 days from the Operator. The Engineering Division will issue a Warning Notice if the Certificate of Compliance is not received within 60 days. In accordance with the City of San Ramon Municipal Code, the Stormwater Manager may issue an administrative fine and an Engineering Inspector will conduct the inspection at the Operator's expense.



Inspection Procedure

Inspection checklists for each BMP are to be incorporated into the required Stormwater Control O&M Plan for each site as described in Appendix F. Inspections will be recorded on a log similar to that in Attachment F-3 to Appendix F. The inspector's report will include the information shown in Attachment F-4 to Appendix F. Inspectors' reports shall be filed along with the Stormwater Control O&M Plan.

Documentation, Effectiveness Evaluation, and Continuous Improvement

The Stormwater Manager will be responsible for reviewing and assessing the BMP O&M Verification Program each year when the City's annual report to the Regional Water Quality Control Board (RWQCB) is prepared. The report to the RWQCB will include:

- Any updates to the organization of the verification program.
- Planned improvements to the verification program.
- Summary of inspections and inspection results.
- Sites added to the verification program, including treatment measures used, sizing criteria employed, and party responsible for O&M.
- Evaluation of the verification program's effectiveness.



References and Resources

- City of San Ramon Municipal Code (Chapter XII of Division B6, Section 370)
- Information on BMP construction, operation, and maintenance is available in Operation, Maintenance, and Management of Stormwater Management Systems by the Watershed Management Institute. See <http://www.epa.gov/owow/nps/wmi>.
- Information on maintenance requirements for specific BMPs is compiled on SCVURPPP's website at http://www.scvurppp-w2k.com/Treatment_Control_BMPs.htm.
- Guidance for planning treatment BMP operation and maintenance is in Chapter 3, Step 9, Chapter 6, and Appendix F of the Stormwater C.3 Guidebook