

<p><b>Standard Operating Procedures</b>  <i>Pembroke, NH</i>  <i>Public Works Department</i>  <b>Catch Basin Cleaning</b></p>	<p><b>Issue Date:</b>   09/26/2022</p>
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**Approved by:**  
*V.J. Ranfos, DPW Director*

**Purpose of SOPs:**  
Procedures for the cleaning of catch basins, frequency of cleaning, disposal of debris, and recordkeeping to prevent pollution from entering the stormwater sewer systems.

**NH Small MS4 General Permit Requirement Summary:**

**Part 2.3.7.1.d.ii.**

The permittee shall conduct routine inspections, cleaning and maintenance of catch basins such that the following conditions are met:

- Establish a schedule with the goal that the frequency of routine cleaning will ensure that no catch basin at any time will be more than 50% full. A catch basin sump is more than 50% full if the contents within the sump exceed one half the distance between the bottom interior of the catch basin to the invert of the deepest outlet of the catch basin.
- Prioritize a 50% full limit for any catch basins serving catchments draining to impaired waters where the pollutant of concern is sedimentation/siltation, Nitrogen (Total) or Phosphorus (Total). If the majority of the waters are impaired, the permittee shall prioritize cleaning efforts based on the cause of the impairment and the potential for the MS4 to contribute to the impairment. The permittee shall document its prioritization in the SWMP.
- Prioritize inspection and maintenance for catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment). Clean catch basins in such areas more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings.
- If a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events, the permittee shall document that finding, investigate the contributing drainage area for sources of excessive sediment loading, and to the extent practicable, abate contributing sources. The permittee shall describe any actions taken in its annual report.

## Standard Operating Procedures

Pembroke, NH

Public Works Department

## Catch Basin Cleaning

Issue Date:

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### Equipment Inventory:

The following is a list of catch basin cleaning equipment:

Equipment Number	Make	Description	Sweeper Speed (or other notes)
None			

*Town hires a contractor to clean catch basins*

### Operations

1. Operate all equipment and equipment according to the manufacturer's recommended settings, standards, and procedures.
2. Catch basin cleaning will not take place during heavy rainfall periods.
3. If spills occur or illegal discharges are seen, report to NHDES.

### Maintenance

1. Town hires contractors to do all mechanical catch basin cleaning. The Town has 440 catch basins in the MS4 regulated area.

### Schedule

1. Establish a schedule with the goal that the frequency of routine cleaning will ensure that no catch basin at any time will be more than 50% full. A catch basin sump is more than 50% full if the contents within the sump exceed one half the distance between the bottom interior of the catch basin to the invert of the deepest outlet of the catch basin.
2. Prioritize a 50% full limit for any catch basins serving catchments draining to impaired waters where the pollutant of concern is sedimentation/siltation, Nitrogen (Total) or Phosphorus (Total). If the majority of the waters are impaired, the permittee shall prioritize cleaning efforts based on the cause of the impairment and the potential for the MS4 to contribute to the impairment.



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**Training**

1. Employees are trained one time per year on this procedure and the proper operation of equipment. Employees are also trained on stormwater pollution prevention, spill and response, and illicit discharge detection and elimination procedures.

**Record Keeping**

1. Records are kept at the Public Works Department.
2. The number of catch basins cleaned and amount of material removed are reported annually.
3. The number of catch basin cleaned and % full amount for each catch basin.
4. A list of employees implementing the SOPs and the completion of their training(s) can be found at the Public Works Department.

**Revising the SOPs**

1. These procedures are reviewed annually and updated as needed