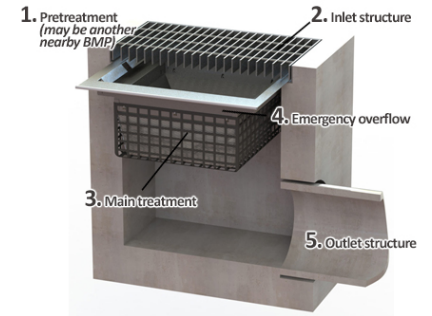


Catch Basin Insert Inspection Form

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BMP Name(s)					Today's Date:
	Note: The catch basin insert name will be shown on the BMP location map included with the Stormwater BMP Record Drawing for this property. A typical name would be "Catch Basin Insert 1" or "Catch Basin Insert A". If this inspection form is being submitted for multiple BMPs of the same type, please list all applicable names.				Date of Last Inspection:
Property Info	Street Address:		City:	State:	Zip:
	Name (Owner, Tenant, Property Manager or Landscape Company):		Contact Name (If Different):		
Who is Inspecting the Catch Basin Insert?	Street Address (If conducted by a company, use company address):		City:	State:	Zip:
	Phone #:	Email:		Check one: <input type="checkbox"/> PE <input type="checkbox"/> PLA <input type="checkbox"/> No	
			License #:		
Who Owns the Catch Basin Insert?	Name (Person(s) or Company):		Contact Name (If Different):		
	Street Address:		City:	State:	Zip:
	Phone #:		Email:		

Is a Follow Up Inspection by Staff Required? Check One:	Yes	No
	Reason for Follow Up?	
Name of Staff Approving This Inspection Report:		This Section is for City of Topeka Use Only Has the City Entered and Approved this Inspection? Yes No
Date of Inspection Approval:		

Submit completed forms to:

Email - stormwater@topeka.org

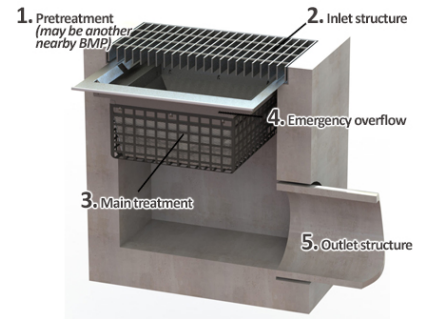
Mail - Stormwater Management Section • City of Topeka Utilities Department
215 SE 7th St • Topeka, Kansas 66603



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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<i>Inlet Structure, Emergency Overflows, & Outlet Structure</i> <i>(Components 1, 4, and 5)</i>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
1. Are the inlets, outlets, grates, chambers, or mechanical components difficult to access?				
<p>Guidance: Any obstacles blocking access to, or maintenance of, these components should be removed. Put a note in this form if access is blocked by a permanent fixture (e.g. fence) that is not easily removed.</p> <p>Schedule: Monthly</p>				
2. Are trash, sediment, debris, leaves, grass clippings, or other materials that can obstruct storm water flow present in the inlet or outlet areas?				
<p>Guidance: Remove unwanted materials and correct any other problems that block the water flow into or out of the catch basin insert.</p> <p>Schedule: Monthly</p>				
3. Is the catch basin holding water or is water flowing from the outlet when it is not expected?				
<p>Guidance: In general, catch basin inserts are designed to drain quickly after a rainfall. This may take longer during especially wet periods. During dry periods, an outlet that is discharging water or water backed into the catch basin insert inlet may indicate a clog or blockage. Determine the cause and correct it. If the cause cannot be determined, call a civil engineer or the vendor of the catch basin insert for assistance.</p> <p>Schedule: Weekly</p>				
4. Is there bare soil or evidence of erosion or scour at the overflow or outlet?				
<p>Guidance: Outlets, overflows, and the areas around them should not have any signs of erosion, and should be covered with sufficient vegetation, pavement, or other material to slow the water and prevent erosion. Typically, this is a rock lining, but can be concrete, asphalt, pavers, or even dense vegetation. If signs of erosion are visible, install a rock lining that extends at least 10 feet beyond the area of erosion.</p> <p>Schedule: Monthly</p>				

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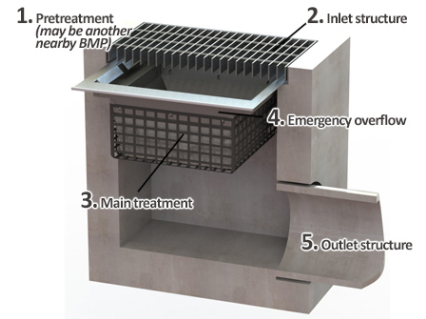
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<p>5. Is there evidence of erosion, bare soil, or broken components at the inlets?</p> <p>Guidance: Most catch basin inserts are directly connected to the storm water system. In cases where inlet areas collect stormwater from surfaces, pervious areas should be stabilized by dense vegetation, rock, or similar coverings, and impervious surfaces should be covered by concrete, asphalt, or paver lining to prevent erosion. Bare soil or signs of erosion should NOT be present. Repair eroded areas and cover bare soil immediately with the appropriate cover.</p> <p>Schedule: Monthly</p>				
<p>6. Is there visual evidence of pollutants at the inlets, outlets, or on the surface of the catch basin insert media (e.g. oil sheen, odd discoloration, stains, etc.)?</p> <p>Guidance: Catch basin inserts need to be cleaned and/or replaced when sediment loading causes clogging of the system. For catch basin inserts intended to absorb oil, inspect treated water for sheen or other signs that the unit's absorption capacity has been exceeded. Clean and/or replace the insert as needed (see # 8).</p> <p>Schedule: Monthly</p>				
<p>7. Notice another problem? Describe in comments.</p>	<p>Your Comments:</p>			

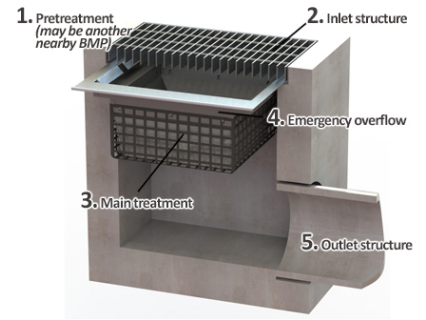
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
Pretreatment & Main Treatment (Components 2 & 3)		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
8. Is the catch basin insert media draining slowly or not at all? Is there a clogged filter or other component?				
<p>Guidance: Visually check any filters and other components for clogging. Debris, sludge or other material can cause the catch basin insert to not function properly. Follow the manufacturer’s recommendations for cleaning and replacing inserts or other components. If the catch basin insert still does not drain properly, contact the manufacturer or another qualified professional.</p> <p>Schedule: Monthly</p>				
9. Notice another problem? Describe in comments.	Your Comments:			

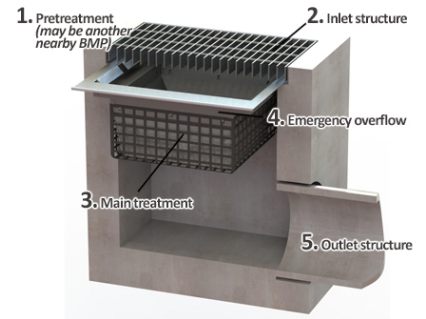
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
Property Draining to Catch Basin Insert				
Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness				
10. Are there litter, grass clippings, trash, debris, or other materials that could enter the catch basin insert?				
Guidance: Trash and other materials can be carried into the catch basin insert and cause blockages. Remove undesirable materials and keep the property clean. Schedule: Weekly				
11. Are there stockpiles of soil, chemicals, equipment, or other materials that could be a source of pollutants washing into the BMP during a storm?				
Guidance: Stockpiled materials can contain pollutants that are harmful and hazardous. Remove or cover undesirable materials, fully preventing their exposure to rainfall or storm water. Schedule: Monthly				
12. Are there areas of erosion or exposed soil/bare earth that could be a source of sediment washing into the BMP during a storm?				
Guidance: Too much sediment washing into a catch basin insert can cause clogging very quickly. Repair and revegetate all areas of erosion or exposed soil. If vegetation is not intended for these areas, cover them with mulch, wood chips, pavement, or another hard surface to prevent sediment erosion. Refer to #8 if maintenance of the catch basin insert is needed. Schedule: Monthly				
13. Do activities occur in the area that may cause unusual or substantial amounts of pollutants to be discharged to the catch basin insert?				
Guidance: Activities include car or equipment washing, pet walking, construction vehicle traffic, etc. Prevent these activities from occurring or take steps to prevent the pollutants from reaching the BMP, such as washing cars in areas that drain to the wastewater system, street or parking lot sweeping, pet waste pickup stations, etc. Schedule: Monthly				
14. Notice another problem? Describe in comments.	Your Comments:			

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Catch Basin Insert Inspection Form

Provide a photograph(s) of your BMP to document the compliance inspection to be submitted every other year.

Photograph Description:	Photograph Description:
Date Photograph Taken:	Date Photograph Taken:

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