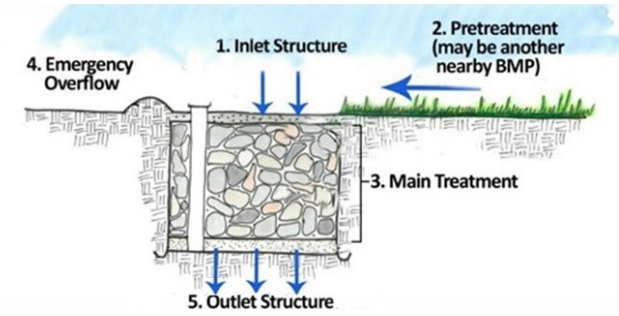


# Infiltration Trench Inspection Form

All items listed must be inspected unless Not Applicable (NA). Answering “Yes” indicates a need for maintenance. Please include an approximate repair date for items that require maintenance.

**The maintenance and inspection frequency shall be done in accordance with this BMP Operation & Maintenance Plan. This checklist details these frequency periods, and submittal of the form (every other year) is a certification that you have met these requirements. This inspection shall be done once in every six-year period by a professional engineer (PE) or a professional landscape architect (PLA).**



BMP Name(s)	Today's Date:				
	Date of Last Inspection:				
Property Info	Street Address:		City:	State:	Zip:
	Note: The infiltration trench name will be shown on the BMP location map included with the Stormwater BMP Record Drawing for this property. A typical name would be "Infiltration Trench 1" or "Infiltration Trench A". If this inspection form is being submitted for multiple BMPs of the same type, please list all applicable names.				
Who is Inspecting the Infiltration Trench?	Name (Owner, Tenant, Property Manager or Landscape Company):			Contact Name (If Different):	
	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 Infiltration Trench?	Name (Person(s) or Company):		Contact Name (If Different):		
	Street Address:		City:	State:	Zip:
	Phone #:		Email:		

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

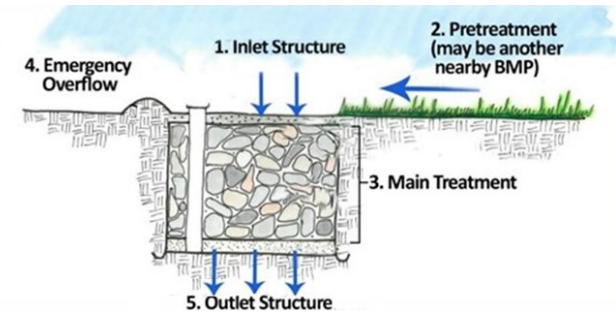
Submit completed forms to:  
 Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)  
 Mail - Stormwater Management Section • City of Topeka Utilities Department  
 215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Infiltration Trench Inspection Form

All items listed must be inspected unless Not Applicable (NA). Answering “Yes” indicates a need for maintenance. Please include an approximate repair date for items that require maintenance.

The maintenance and inspection frequency shall be done in accordance with this BMP Operation & Maintenance Plan. This checklist details these frequency periods, and submittal of the form (every other year) is a certification that you have met these requirements. This inspection shall be done once in every six-year period by a professional engineer (PE) or a professional landscape architect (PLA).



Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b><i>Inlet, Pretreatment, &amp; Outlet Structures (Components 1, 2, and 5)</i></b> Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness				
1. Have the inlet structures been damaged or altered in any way that disrupts the flow of stormwater into the infiltration trench?				
<p><b>Guidance:</b> Repair damage or alterations before the next rainfall if possible. If components have been intentionally altered to resolve a drainage or flooding issue, consult the City of Topeka for further guidance. BMP components cannot be altered without approval.</p> <p><b>Schedule:</b> Monthly</p>				
2. Is there visual evidence of pollutants in the infiltration trench (e.g. oil sheen, odd discoloration, stains, odors, etc.)?				
<p><b>Guidance:</b> If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the City of Topeka. This could be a sign that pollutants are routinely being introduced into the trench.</p> <p><b>Schedule:</b> Monthly</p>				
3. Is the underdrain clogged or blocked?				
<p><b>Guidance:</b> The underdrain can be checked by looking into the observation well(s) following 3 days of dry weather. If water is present, then the underdrain could be clogged. If the seasonal conditions have been overly wet, check again each day for several more days and document the result. Use the same method to check again after several more rain events. The underdrain must not be blocked or clogged for the infiltration trench to function properly. If the problem cannot be resolved by accessing the blockage through the underdrain pipe, then both the trench’s surface layer and subbase may need to be removed to fix the underdrain, and then restored. In this case, consult a professional civil engineer or landscape architect to ensure that the underdrain and trench are restored in keeping with City of Topeka requirements.</p> <p><b>Schedule:</b> Monthly (dependent on dry weather events)</p>				
				<b>Your Comments:</b>
4. Notice another problem? Describe in comments.				

Submit completed forms to:

Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)

Mail - Stormwater Management Section • City of Topeka Utilities Department

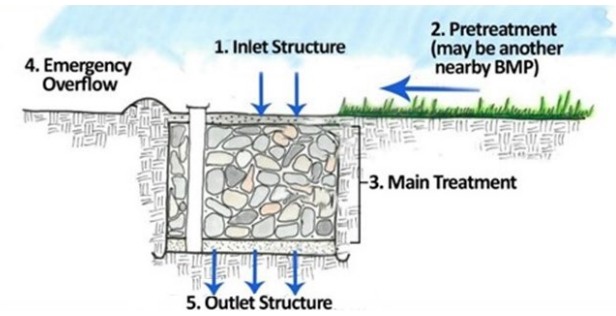
215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Infiltration Trench Inspection Form

All items listed must be inspected unless Not Applicable (NA). Answering “Yes” indicates a need for maintenance. Please include an approximate repair date for items that require maintenance.

The maintenance and inspection frequency shall be done in accordance with this BMP Operation & Maintenance Plan. This checklist details these frequency periods, and submittal of the form (every other year) is a certification that you have met these requirements. This inspection shall be done once in every six-year period by a professional engineer (PE) or a professional landscape architect (PLA).



Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Main Treatment Area (Component 3)</b>		<b>Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness</b>		
<p><b>5. Do grassed areas (the trench surface, if grassed, and filter strip) have areas of bare soil or erosion? Is the grass thin, stressed, diseased or dead?</b></p> <p><b>Guidance:</b> The filter strip and trench (if grassed) must be 100% vegetated with a dense stand of healthy grass. Areas of bare soil and erosion are prohibited. Repair erosion and revegetate bare soil as soon as they are noticed. Determine the cause for thinning, unhealthy or dead grass, correct and re-sod or over-seed. <b>Schedule:</b> Monthly</p>				
<p><b>6. Is the grass in need of maintenance?</b></p> <p><b>Guidance:</b> Watering and mowing are essential to maintain a healthy stand of grass. Provide water during prolonged dry periods and mow grass periodically to a height of 4 inches. If the top layer of the trench is pea gravel, REMOVE GRASS CLIPPINGS AS THESE CAN CLOG THE TRENCH. Aerate and over seed as needed. Avoid the use of herbicides to control weeds and use fertilizer sparingly and only when intense rains will not wash fertilizers into the trench before they can soak into the soil. <b>Schedule:</b> Monthly</p>				
<p><b>7. Are trash, sediment, debris, grass clippings or other materials that can obstruct stormwater flow into, or clog, the infiltration trench present?</b></p> <p><b>Guidance:</b> Remove unwanted materials and correct any other problems that block the water flow and infiltration in the trench. Replace top layer (pea gravel or grass) and top surface filter fabric when clogged. <b>Schedule:</b> Weekly</p>				
<p><b>8. Is the infiltration trench difficult to access for inspection and maintenance?</b></p> <p><b>Guidance:</b> Any obstacles blocking access to or maintenance of the infiltration trench 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. <b>Schedule:</b> Monthly</p>				

Submit completed forms to:

Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)

Mail - Stormwater Management Section • City of Topeka Utilities Department

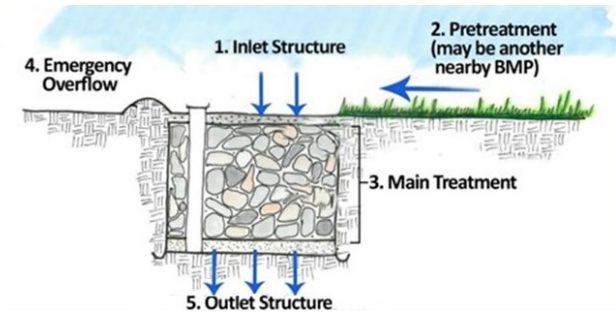
215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Infiltration Trench Inspection Form

All items listed must be inspected unless Not Applicable (NA). Answering “Yes” indicates a need for maintenance. Please include an approximate repair date for items that require maintenance.

The maintenance and inspection frequency shall be done in accordance with this BMP Operation & Maintenance Plan. This checklist details these frequency periods, and submittal of the form (every other year) is a certification that you have met these requirements. This inspection shall be done once in every six-year period by a professional engineer (PE) or a professional landscape architect (PLA).



Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<p><b>9. Are there signs of human or pet encroachment in the filter strip or the trench, such as compacted or displaced rocks, tire tracks, pet waste, etc.?</b></p> <p><b>Guidance:</b> Repair or replace protection measures if damaged (e.g., fences, hedges, signs, etc.). Increase protection measures if this is a frequent problem. Repair damage to the filter strip by reestablishing grass. Repair damage to the trench by replacing pea gravel or topsoil /grass and filter fabric (when clogged). A sign specifically addressing pet waste can reduce dog waste. Also consider installation of a pet waste station (sign, pet waste bag dispenser and trash can) if the infiltration trench is in an area where dog walking is popular.</p> <p><b>Schedule:</b> Monthly</p>				
<p><b>10. Is there any visual evidence of long-term ponding or standing water (stains, odors, etc.)?</b></p> <p><b>Guidance:</b> Ponded water inside the trench (as visible from the observation well or on the surface) longer than 24 hours or several days after a storm event is an indication that the trench is clogged. Remove and replace all of the stone aggregate and filter fabric or media.</p> <p><b>Schedule:</b> Monthly</p>				
<p><b>11. Notice another problem? Describe in comments.</b></p>	<p><b>Your Comments:</b></p>			

Submit completed forms to:

Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)

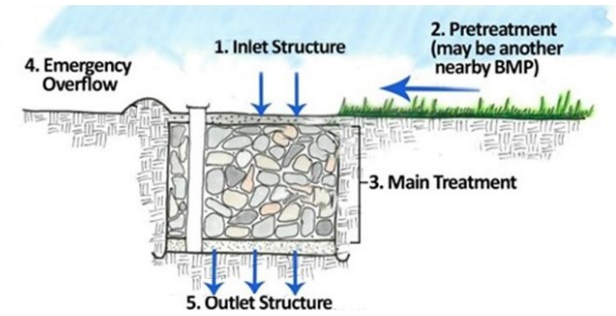
Mail - Stormwater Management Section • City of Topeka Utilities Department  
215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Infiltration Trench Inspection Form

All items listed must be inspected unless Not Applicable (NA). Answering “Yes” indicates a need for maintenance. Please include an approximate repair date for items that require maintenance.

The maintenance and inspection frequency shall be done in accordance with this BMP Operation & Maintenance Plan. This checklist details these frequency periods, and submittal of the form (every other year) is a certification that you have met these requirements. This inspection shall be done once in every six-year period by a professional engineer (PE) or a professional landscape architect (PLA).



Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Property Draining to Infiltration Trench</b>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
12. Are litter, trash, debris, sediment, grass clippings, or other materials present in the area?				
<p><b>Guidance:</b> Trash and other materials can be carried into, and potentially clog, the infiltration trench. Remove undesirable materials and keep the property clean.</p> <p><b>Schedule:</b> Monthly</p>				
13. Are there stockpiles of soil, chemicals, equipment or other materials that could be a source of pollutants entering the infiltration trench during a storm?				
<p><b>Guidance:</b> Stockpiled materials can contain pollutants that are harmful or that can be hazardous. Remove or cover undesirable materials, fully preventing their exposure to rainfall or stormwater.</p> <p><b>Schedule:</b> Monthly</p>				
14. Are there areas of erosion or exposed soil/bare earth that could be a source of soil washing into the infiltration trench during a rainfall?				
<p><b>Guidance:</b> Too much sediment washing into an infiltration trench can clog the pea gravel/top soil layer and the filter fabric. 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 erosion. Repair sediment damage to the infiltration trench by replacing pea gravel or topsoil and top surface filter fabric (when clogged).</p> <p><b>Schedule:</b> Monthly</p>				
15. Do activities occur in the area that may cause unusual or substantial amounts of pollutants to be discharged to the infiltration trench?				
<p><b>Guidance:</b> 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 infiltration trench, such as washing cars in areas that drain to the wastewater system, street or parking lot sweeping, pet waste pickup stations, etc.</p> <p><b>Schedule:</b> Monthly</p>				
16. Notice another problem? Describe in comments.	Your Comments:			

Submit completed forms to:

Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)

Mail - Stormwater Management Section • City of Topeka Utilities Department

215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Infiltration Trench Inspection Form

Use this page for any notes, comments, or questions generated by your inspection. If you are using this page to continue your notes from a previous section, please include the section name and section number. You may also use this page to address issues not covered on the inspection form.


Submit completed forms to:  
 Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)  
 Mail - Stormwater Management Section • City of Topeka Utilities Department  
 215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Infiltration Trench Inspection Form

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

<b>Photograph Description:</b>	<b>Photograph Description:</b>
<b>Date Photograph Taken:</b>	<b>Date Photograph Taken:</b>

Submit completed forms to:  
Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)  
Mail - Stormwater Management Section • City of Topeka Utilities Department  
215 SE 7<sup>th</sup> St • Topeka, Kansas 66603

