



**TOWN OF OXFORD**  
**DPW**  
DEPARTMENT OF PUBLIC WORKS

**Standard Operating Procedures**  
**SOP 3: Catch Basin Inspection and Cleaning**

**Issue Date:**

6/30/2019

**Purpose of SOPs:**

Procedures for inspecting, cleaning and maintenance of catch basins, frequency of cleaning, disposal of debris, and recordkeeping to prevent pollution from entering the stormwater drainage systems. This SOP meets the requirements of the Massachusetts Small MS4 General Permit Part 2.3.7.a.iii.2.

**Equipment Inventory:**

The following is a list of catch basin cleaning equipment:

Equipment Number	Make	Description	Other Notes
<i>Truck 36</i>	<i>International 7400</i>	<i>CB Cleaner</i>	<i>Stetco Clamshell Bucket</i>

**Inspection and Cleaning Procedures**

Catch basin inspection and cleaning procedures should address both the grate opening and the basin's sump. Document any and all observations about the condition of the catch basin structure and water quality on the *Catch Basin Inspection and Cleaning Form* (attached).

1. Work upstream to downstream.
2. Clean sediment and trash off grate.
3. Visually inspect the outside of the grate.
4. Visually inspect the inside of the catch basin to determine cleaning needs.
5. Measure (in feet) and record Depth to Sediment. Calculate and record Depth of Sediment as follows:  
Depth of Sediment equals Depth of Sump minus Depth to Sediment.  
If the Depth of Sump has not already been determined for the catch basin, take measurements of the following and record on the Catch Basin Inspection and Cleaning Form:
  - Depth to Bottom of Basin
  - Depth to Lowest Invert
  - Depth of Sump equals Depth of Bottom of Basin minus Depth to Lowest Invert
6. Inspect catch basin for structural integrity.
7. Visually inspect inside of catch basin for standing water and record height, color and odor on the *Catch*

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<p><i>Basin Cleaning and Inspection Form.</i></p> <ol style="list-style-type: none"> <li>Record observations of any possible pollutants or illicit discharges including oil sheen, bacterial sheen, orange staining, foam, sanitary waste, floatables, pet waste, optical enhancers, excessive sediment or any other non-stormwater indicator.</li> <li>Remove sediment from catch basin using clam shell and deposit material into dump truck.</li> <li>If contamination is suspected, collect a sample for chemical analysis to determine if the materials comply with the Massachusetts DEP Hazardous Waste Regulations, 310 CMR 30.000 (<a href="http://www.mass.gov/dep/service/regulations/310cmr30.pdf">http://www.mass.gov/dep/service/regulations/310cmr30.pdf</a>). Chemical analysis required will depend on suspected contaminants. Note the identification number of the catch basin on the sample label, and note sample collection on the <i>Catch Basin Inspection and Cleaning Form</i>.</li> <li>Properly dispose of catch basin cleanings. See following Storage and Disposal section for guidance.</li> <li>If illicit discharges are observed or suspected, notify the appropriate Department (<i>see Standard Operating Procedures for Addressing Illicit Discharges</i>).</li> <li>At the end of each day, document location and number of catch basins cleaned, amount of waste collected, and disposal method for all screenings. Use attached <i>Catch Basin Cleaning Log</i>.</li> <li>Report additional maintenance or repair needs to the Operations Manager.</li> </ol>								
<b>Maintenance of Cleaning Equipment</b> <ol style="list-style-type: none"> <li>Bucket loader will be checked for leaks once per week. Immediately contain and properly clean up any spills.</li> <li>Regular preventative maintenance to prolong equipment use such as greasing moving parts and minor adjustments occur four times per year.</li> <li>Parts are replaced as needed.</li> <li>Equipment is washed at the DPW garage located at 34 Charlton St., Oxford to trap grease, oils and sediment.</li> </ol>								
<b>Inspection and Cleaning Schedule</b> <ol style="list-style-type: none"> <li>Catch basin cleaning will primarily take place between the months of April and May.</li> <li>Priority catch basins are identified according to the <i>Catch Basin Cleaning Optimization Plan</i> and are listed below. The priority catch basin list will be reassessed and updated at a minimum of every spring prior to cleaning and as denoted in the optimization plan.</li> <li>A map of the municipal stormwater system including catch basins is located at <a href="https://www.town.oxford.ma.us/sites/oxfordma/files/uploads/oxford_stormwater_map.pdf">https://www.town.oxford.ma.us/sites/oxfordma/files/uploads/oxford_stormwater_map.pdf</a></li> </ol> <table border="1"> <thead> <tr> <th>Priority Catch Basins</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Priority Catch Basins	Reason				
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<b>Storage and Disposal</b> <ol style="list-style-type: none"> <li>1. If contamination is suspected, the cleanings will be temporarily stored at 34 Charlton St. on an impervious surface. A third party is contracted to handle suspected contamination.</li> <li>2. Catch basin cleanings are stored at the Rocky Hill Road Waste Facility. The material is removed annually by a third party contractor.</li> <li>3. Measurement of Volume: The amount of material removed from the catch basins shall be determined daily based on the volume filled in the truck. The amount shall be recorded in cubic yards with a list of the catch basins cleaned in <i>Catch Basin Cleaning Log</i>.</li> </ol>		
<b>Training</b> <ol style="list-style-type: none"> <li>1. Employees are trained annually 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.</li> </ol>		
<b>Record Keeping</b> <ol style="list-style-type: none"> <li>1. Records are kept at the DPW Garage, 34 Charlton St., Oxford and in the online <i>Oxford Stormwater Control Panel</i> at: <a href="http://mapsonlin.net/oxfordma/dpw.php">mapsonlin.net/oxfordma/dpw.php</a>.</li> <li>2. A <i>Catch Basin Inspection and Cleaning Form</i> (paper or electronic) is completed for every catch basin inspected and cleaned.</li> <li>3. The <i>Catch Basin Cleaning Log</i> is updated daily to record the streets cleaned, number of catch basins cleaned, number of catch basins inspected and the amount of material removed.</li> <li>4. A list of employees implementing the SOPs and the completion of their training(s) can be found in the <i>Town of Oxford Good Housekeeping Plan</i> located at the DPW Headquarters, 450 Main St., Oxford.</li> </ol>		
<b>Revising the SOPs</b> <ol style="list-style-type: none"> <li>1. These procedures are reviewed annually and updated as needed.</li> </ol>		