

Protocol Reference Sheet
for
The BMP Annual Maintenance Certification Protocol

City of Durham
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While it is recognized that the term “Stormwater Control Measure (SCM)” is used primarily in Durham and “Best Management Practice (BMP)” is used more commonly, for the purposes of continuity, the City’s Maintenance Program will continue to be referred to as the BMC Program.. Also note that, throughout the BMC documents, the terms “BMP” and “SCM” may be used interchangeably.

1. **Stormwater Facility Agreement & Covenants:** A copy of the recorded stormwater facility agreement for a BMP can be viewed at or downloaded from the Public Records database, maintained by the Durham County Register of Deeds at the following web address: <http://rodweb.co.durham.nc.us/>. The Public Records database allows one to search the real estate index by entering the book and page reference for the agreement in question or search based upon the party name. If unable to locate the agreement, the book and page reference can be obtained by e-mailing stormwaterbmcs@durhamnc.gov. Please include site information, e.g. project name, facility name, and address when requesting this information.

2. **Governing Documents for the BMP Annual Maintenance Certification Protocol and for the BMP Maintenance Certifier (BMC) Program:** The following governing documents for the BMP Annual Maintenance Certification Protocol and the BMP Maintenance Certifier (BMC) Program can be viewed at or downloaded from the Stormwater Services Division (SSD) web page at <http://durhamnc.gov/ich/op/pwd/storm/Pages/BMP-Annual-Maintenance-Certification-and-As-Built-Certification-Programs.aspx> (Copies can also be obtained directly from SSD):
 - BMP Annual Maintenance Certification Protocol
 - BMP Maintenance Certifier (BMC) Program
 - Application for BMC Certification
 - BMC Certificate
 - BMP Annual Maintenance Certification Submittal Form

- BMP EMR Submittal Form
 - Protocol Reference Sheet
 - Annualized Maintenance Costs for Various BMPs
 - List of BMP Maintenance Certifiers
 - BMP Maintenance Inspection Certificate
 - Owner’s Maintenance Guide for Stormwater BMPs
3. **City of Durham “Owner’s Guide to the Maintenance of BMPs Constructed in the City of Durham”:** The “Owner’s Guide to the Maintenance of BMPs Constructed in the City of Durham” can be viewed at or downloaded from the SSD web page at: http://durhamnc.gov/ich/op/pwd/storm/Documents/BMP/doc11_maint_guide.pdf. Note that this guide is different from the actual Operation & Maintenance (O&M) manual for a particular facility ,which is prepared by a qualified professional at the time of annual inspection.
 4. **BMP Inspection Report Forms:** Copies of acceptable BMP Inspection Report forms can be viewed at or downloaded from the SSD web page at the following web address: <http://durhamnc.gov/ich/op/pwd/storm/Pages/BMP-Annual-Maintenance-Certification-and-As-Built-Certification-Programs.aspx>. (Copies of specific BMP Inspection Report forms can also be obtained directly from SSD).
 5. **City of Durham “Reference Guide for Development”:** The “Reference Guide for Development” can be can be viewed at or downloaded from the Public Works Department web page at: http://durhamnc.gov/ich/op/pwd/Documents/reference_guide.pdf.
 6. **North Carolina Division of Water Quality Stormwater “Best Management Practices Manual,”:** The “Best Management Practices Manual” can be can be viewed at or downloaded from the North Carolina Department of Environment and Natural Resources, Division of Water Quality, web page at: <http://portal.ncdenr.org/web/wq/ws/su/bmp-manual>.
 7. **City of Durham City Code:** City’s Code of Ordinances Sec 70-743 Inspection, Maintenance, Repair, and Reconstruction of BMPs/SCMs, and Sec. 70-744 - Remedies for Violation can be found at: <http://library.municode.com/index.aspx?clientID=19967&stateID=33&statename=North%20Carolina> .