

DURHAM



CITY OF DURHAM

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April 26, 2016

To: All SCM Maintenance Certifiers (SMCs)

From: William S. Hailey 
SCM Maintenance Program Coordinator
E-mail: bill.hailey@durhamnc.gov

Subject: Letter to Industry 04-26-16 – New Inspection Report Submittal Requirements for Annual SCM Maintenance Certification Program

Effective immediately, please be advised that the following is required of all annual SCM maintenance inspection reports submitted to the City of Durham:

1. Inspection reports must be submitted in electronic format to the following email account:
StormwaterBMPs@durhamnc.gov.
2. Submit inspection report file(s) for only one site per email. If site has multiple SCMs, each SCM may be included in same email. See number 6 below.
3. Each inspection report file must include the following forms and submitted in the following order:
 - a. Project information form (PIF)
 - b. Inspection checklist(s)
 - i. Note: Inspection checklists with a result/outcome of FAIL: REPAIRS CAN BE COMPLETED WITHIN 90 DAYS also requires either an attached signed/sealed implementation schedule or include the implementation schedule within the comments section.
 - ii. Note: Inspection checklists with a result/outcome of FAIL: REPAIRS CANNOT BE COMPLETED WITHIN 90 DAYS also requires a signed/sealed implementation schedule and an engineering modification plan/report. It is recommended that you contact the SCM Maintenance Program Coordinator prior to submitting a report with this result.
 - c. Operations and maintenance (O&M) manual.
4. All forms mentioned above must be converted from a native file format to a PDF format.
5. The correct SCM name and SCM Facility ID (as they appear within City records) must be used on all forms. Contact staff at StormwaterBMPs@durhamnc.gov to verify information if needed.
6. Maximum file size per email is limited to 10 MB.

7. Upon inspecting SCMs, the SCM Maintenance Certifier (SMC) should submit inspection reports as soon as practical after completing the inspections. The City will not accept inspection reports which are submitted more than 14 calendar days beyond the date of inspection.
8. The City will accept inspection reports up to one month in advance of the annual inspection month. For example, if a SCM has an annual inspection month of June, the SMC can inspect the SCM as early as May 1st.
9. Inspection reports are due by the end of the SCM's annual inspection month. Permittees/ Owners may be subject to enforcement actions when inspection reports are not received by the due date.

Also, be advised that beginning July 1, 2016, the following shall be required of all annual SCM maintenance inspection reports submitted to the City of Durham:

1. Inspection reports must be submitted separately (1 SCM per file).
 - a. For sites with multiple SCMs, the SMC may submit multiple files in one email. See number 2 above.
 - b. Each inspection report file must include the required documents as specified in number 3 above.
2. The City will not accept electronic documents submitted as a [PDF portfolio file](#).
3. The City will not accept reports linked to a file hosting service/cloud storage site (Drop Box, Google Drive, Microsoft One Drive, etc.), or a company FTP server.

The above requirements supplement the existing requirements detailed within the latest version of the [SCM Maintenance Certification Protocol](#). Should any discrepancies exist between these documents, the requirements as specified within this letter shall apply.