



CITY OF DURHAM

December 18, 2013

To: All Development Community Members, Consultants, and Development Design Professionals Practicing in Durham, NC

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Re: Letter to Industry: Operation and Maintenance Manual (O&M Manual) Preparation Requirements

Background

The proper design and construction of an engineered Stormwater Best Management Practice (BMP) is essential to its ability to detain runoff and adequately remove pollutants from the stormwater. Equally important is the proper operation and upkeep of such a facility. Without proper maintenance, a BMP will not function as it is intended and can cause a variety of problems. A few examples are endangerment to the public, nuisance odors, and reduced property values. The O&M Manual is a document, which is to be included as a part of every stormwater BMP annual maintenance certification and as-built certification, that lists specific inspection and maintenance activities required to ensure the proper functioning and upkeep of a particular BMP.

Purpose of Memo

The purpose of this memo is to provide guidance to engineers and maintenance professionals in the preparation of O&M Manuals. At a minimum, all O&M Manuals shall cover, discuss, and address the following items:

- The frequency of inspections that are needed (based on the type of BMP proposed).
- The components of the BMP that need to be inspected.
- The types of problems that may be observed with each BMP component.
- The appropriate remedy for typical problems that may occur.
- Inspection and Maintenance Record-Keeping, which should be kept with the owner/responsible party.

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LTI: O&M Manual Preparation Requirements

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The City recommends that O&M Manuals be limited to no more than four (4) pages. Most BMP owners are non-stormwater professionals. Keeping the O&M manuals simple, straightforward, and nontechnical usually makes one more receptive to utilizing the information contained in it.

Stormwater & GIS Services believes that the above guidance will help all involved in BMP maintenance, including designers, owners, maintenance professionals, and regulators.

Effective Date

This Letter to Industry (LTI) applies to all annual maintenance certifications and as-built packages submitted on or after January 1, 2014.