**Long-Term Stormwater Management Plan (LTSWMP)**

**For Inspecting and Maintaining**

**Long-Term Stormwater Management**

**Best Management Practices (BMPs) at:**

Insert Facility Name (if a business/institution)

Insert Facility/Property Location/Address

Insert City, State, Zip Code

**Property Owner/Manager:**

Insert Company or Organization Name (if applicable)

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Email Address

**Primary LTSWMP Contact:**

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Email Address

**LTSWMP Preparation Date:**

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**Parcel ID Number(s):**

Enter Parcel ID Number(s) (list the 14-digit numbers for each parcel)

**Receiving Waters (and Impairment Status):**

Enter Name of first waterbody that the site discharges to and identify the impairment status (if any) of that waterbody (include the pollutants for which that waterbody is impaired)

**PURPOSE AND NEED**

As required by the Clean Water Act and resultant local regulations, including Salt Lake City’s Municipal Separate Storm Sewer System (MS4) Permit (UTS000002), those who develop land have been required to build and maintain permanent Best Management Practices (BMPs) to manage runoff of stormwater and minimize the discharge of litter and contaminants that pollute waters of the State during storm events.

This Long-Term Stormwater Management Plan (LTSWMP) describes the systems and controls that have been installed on the subject property and detail the inspections and maintenance requirements and responsible parties that are pertinent to the specific BMPs installed on-site. This Plan must be maintained as a living document, updated with new information (as needed) and kept current for regulatory review (and possible enforcement for non-compliance) by SLCDPU or any associated department or agency.

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**SECTION 1: LONG-TERM STORMWATER MANAGEMENT PLAN (LTSWMP) IMPLEMENTATION TEAM:**

The purpose of this section is to identify which members of the LTSWMP Implementation Team are responsible for specific tasks/roles/responsibilities.

Instructions:

* Identify each pertinent responsibility (add more lines if there are other responsibilities on this site) and identify the person/position that is responsible for ensuring that task is completed.
* Please include their contact information (Phone Number and Email Address)
* Please include each person’s qualifications to complete the tasks assigned to them, including any training or certifications that are specific preparing them to complete those tasks.

**Roles & Responsibilities**

|  |  |
| --- | --- |
| Roles & Responsibilities | Name/Position, Contact Information, and Qualifications/Training |
| LTSWMP Creation and Maintenance | Insert name, contact information, and qualifications/training |
| Inspections of LTSWM BMPs | Insert name, contact information, and qualifications/training |
| Maintenance of LTSWM BMPs | Insert name, contact information, and qualifications/training |
| Submitting Annual Certifications to SLCDPU | Insert name, contact information, and qualifications/training |
| …Add any Roles & Responsibilities not listed above | Insert name, contact information, and qualifications/training |

**SECTION 2: SITE AND BMP DESCRIPTIONS**

The stormwater infrastructure at this site is designed to manage stormwater runoff by either detaining, retaining, treating, or ground-infiltrating that runoff, and if the stormwater controls (BMPs) associated with those functions are managed/maintained properly, it can minimize negative effects to waterways and the environment.

Instructions:

* The purpose of this section is to help the individuals responsible for the implementation of this LTSWMP understand how to properly inspect and maintain the BMPs which have been installed onsite.
* Describe site infrastructure, structural controls and any green infrastructure (GI) or low impact development designs (LID) installed to control runoff and pollutants.
* Briefly describe the procedures that are necessary to conduct the inspections and maintenance tasks in a manner to ensure the continued functionality of the LTSW BMPs. These should be supported by manufacturer BMP specification documents (or industry standards if proprietary specifications are not available) which are to be kept in Appendix A.
* The property owner/manager is expected to add or remove descriptions to accurately represent the unique site infrastructure controls, if not already listed below.

**Storm Drain System**

[Describe the stormwater system including surface, impoundment, conveyance system and structural water quality devices (BMPs).]

**Utility System**

[Describe the building utility infrastructure at your facility.]

**Add infrastructure or operations that are unique to this site:**

[*Describe any other site infrastructure or operations unique to this property which could impacts water quality. Identify the applicable BMPs and include them in Appendix A*]

**SECTION 3: RECORD KEEPING**

Ensure that all inspections and maintenance responsible parties know and understand the associated procedures for proper completion of those tasks. Internal or external responsible parties must follow the directions for inspections and maintenance as described by the BMP Specifications presented in Section 2 and Appendix A. File any applicable training/certification records in Appendix D.

**SECTION 4: APPENDICES**

Maintain records of current BMP Specifications documents (Appendix A), and inspections and maintenance activities (Appendix B) in accordance with this LTSWMP. Submit a copy of the Annual Certification of Inspections and Maintenance to SLCDPU Stormwater Quality annually (date set upon approval of plan) and retain a copy of each certification (Appendix C). Training logs and any certifications obtained to demonstrate qualifications to conduct the inspections and maintenance functions of this Plan must be documented in Appendix D.

**Annual Certification submissions can either be emailed to** **Stormwaterquality@slcgov.com****, or hardcopy forms can be submitted to:**

**Salt Lake City Department of Public Utilities**

**Stormwater Quality Division**

**1530 S West Temple, Salt Lake City, UT, 84115**

Instructions:

* Include all drawings, details, SOPs and other supporting information referenced in Section 2 for every BMP located onsite at your facility.
* Ensure the LTSWMP is updated with any as-built plans, details and SOP changes immediately.

Appendix A – Site and BMP Drawings, Specifications, and Details

Appendix B – Inspections and Maintenance Logs

Appendix C – Annual Certifications and Log

Appendix D – Training/Certification Documentation

APPENDIX A – SITE AND BMP DRAWINGS, SPECIFICATIONS, AND DETAILS

[*Insert Site Drawings and Details following the blue text*]

APPENDIX B – INSPECTIONS AND MAINTENANCE LOGS

[*Insert* LTSWMP *Recordkeeping Logs and forms following this page*]

**IDENTIFY THE MAINTENANCE/INSPECTION SCHEDULE**

Identify the frequency of Inspections and Maintenance that are required for each BMP installed at this property.

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| --- | --- | --- |
| Frequency | Inspection or Maintenance? | Site Infrastructure (LTSWMP BMP) |
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Inspection Frequency Key: A=annual, Q=Quarterly, M=monthly, W=weekly, S=following appreciable storm event, U=Unique infrastructure specific (specify)

**RECORD INSPECTIONS IN THE INSPECTIONS LOG**

Maintain a record of the LTSWMP inspections as they are completed. Inspections reports should be kept at the back of this Appendix.

**INSPECTIONS LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| Inspection Date | Inspector Name (Printed) | Observation Notes, including but not limited to; Inspection results, Observations, System Performance (effectiveness/inefficiencies), Concerns, Necessary Changes…  | Initials |
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**RECORD MAINTENANCE ACTIONS IN THE MAINTENANCE LOG**

Maintain a record of the LTSWMP maintenance activities as they are completed by updating this Maintenance Log. Maintenance reports (if available) should be kept at the back of this Appendix.

**MAINTENANCE LOG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Person(s) Conducting Maintenance | Maintenance Activities Performed Per Design Specifications and/or LTSWMP Inspections | Notes | Initials/Signature |
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APPENDIX C – ANNUAL CERTIFICATIONS TO SLCDPU

Record every Annual Certification that is submitted to SLCDPU on this log.

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| --- | --- | --- | --- | --- |
| **Date Submitted** | **Submitted By (Printed Name)** | **Method of Submittal (Email/Hardcopy)** | **Initials/Signature** | **SLCDPU Confirmation of Receipt of Submittal (Date)** |
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Detail the summary of every Annual Certification that is submitted to SLCDPU on this log.

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| --- | --- |
| **Date of Certification** | **Annual Summary of LTSWMP effectiveness, inefficiencies, problems, necessary changes etc.** |
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| Date of Certification | Annual Summary of LTSWMP effectiveness, inefficiencies, problems, necessary changes etc. |
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APPENDIX D – TRAINING/CERTIFICATIONS DOCUMENATION

Training/Certifications Log for Responsible Parties (Section 1). Attach any certifications or supporting documentation in this appendix.

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| --- | --- | --- | --- |
| Procedure | Trainer | Employee Name / Maintenance Contractor Co | Date |
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