

COMMUNITY NAME

DRAINAGE SYSTEM MAINTENANCE SOP

1. OBJECTIVE

This standard operating procedure (SOP) specifies responsibilities and procedures for inspecting and cleaning the streams, ditches and storage basins in the city.

2. RESPONSIBILITIES

- A. The (Department Head) is responsible for the administration of this SOP and the performance of the city staff identified herein.
- B. The (Person or Position) is responsible for:
 - 1) Inspecting the streams, ditches and storage basins in accordance with this SOP and in response to complaints and inquiries received by the city,
 - 2) Forwarding drainage problem reports to the appropriate office for action,
 - 3) Enforcing (Community ordinance or code) of the city (ordinance or code) and related regulations on dumping or depositing material in the drainage system, and
 - 4) Serving maintenance notices to private property owners.
- C. The (Department Head) is responsible for cleaning the streams, ditches and storage basins on public property, rights of way and easements in accordance with this SOP.
- D. The Director of Parks and Recreation Department is responsible for cleaning the streams, ditches and storage basins in city parks in accordance with this SOP
- E. All work on (state, county or railroad) property shall be coordinated with the appropriate (state, county and railroad) offices.
- F. Property owners are responsible for maintaining the streams, ditches and detention basins on their properties.

3. JURISDICTION

This SOP covers the following public and private surface facilities delineated on the drainage system map, provided as Attachment 1.

(NAME OF CREEKS, DITCHES, RIVER, DETENTION, RETENTION)

4. IDENTIFICATION OF PROBLEMS

- A. The Flood Coordinator or his/her designee, shall inspect all the watercourses and basins in the (trouble spots in drainage system frequency should be at least semi-annual and during storm season)
- B. Within 24 hours of a major storm, the Flood Coordinator or his or her

Designee shall inspect the “choke points” where debris has been know to accumulate:

(List problem areas)

- C. The Flood Coordinator or his/her designee shall complete the Drainage Inspection Report after each inspection. If an inspection finds a problem, a Drainage Problem Report shall be completed and forwarded to the appropriate office. A copy of the report shall be kept in an appropriate file.
- D. The Flood Coordinator or his/her designee shall inspect all complaints submitted by residents, community officials or other community offices. Such complaints shall be recorded on the Drainage Problem Report form.