



Urban Watershed Management Program  
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## Annual Self-Certification Checklist

### INFILTRATION BASIN & DETENTION POND

(AKA: soakage basin, infiltration pond & detention basin, dry pond, dry detention basin, extended detention basin)

Inspection Date: \_\_\_\_\_ Address: \_\_\_\_\_ Block / Lot # \_\_\_\_\_ Installation Date: \_\_\_\_\_  
Inspected By: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ ☐ Property Owner ☐ Site Manager ☐ Contractor ☐ Other: \_\_\_\_\_

**INSTRUCTIONS:** All inspections, maintenance tasks and repairs are to be completed prior to the beginning of the rainy season (October 15). Mark all status boxes with an S or U, where S = Satisfactory (no maintenance required), and U = Unsatisfactory (maintenance required). See the Infiltration Basin & Detention Pond Inspection instructions included in this packet for detailed descriptions of conditions requiring maintenance and further action.

Item #	Inspection Item Description	Status	Indicate Action Required or Action Planned	Indicate Action Taken (Include Date Completed)
1	Unpleasant odors			
2	Ponded water. (extended drawdown time of > 48 hrs.)			
3	Excessive trash / debris accumulation			
4	Visible surface contaminants / pollution			
5	Vandalism / catastrophic damage to components or entire system			
6	Unauthorized modifications			
7	Excessive weed growth			

Item #	Inspection Item Description	Status	Indicate Action Required or Action Planned	Indicate Action Taken (Include Date Completed)
8	Sediment accumulation at forebay or basin bottom			
9	Erosion at inlet, outlet, overflow, or side slopes			
10	Inlet, outlet or overflow structure blockage			
11	Dead, diseased / dying or missing plants			
12	Vegetation obstructing line of sight at roadway or intersection			
13	Vegetation blocking in-flow at inlet or outlet structure			
14	Structural damage (basin / pond edges or outlet structure)			
15	Rodent damage / burrowing			
16	Mosquitos or mosquito larvae observed*			

\*If mosquitos or mosquito larvae are observed, please contact the San Francisco Environmental Health Vector Control Program at (415) 252-3806, or email [EnvHealth.DPH@sfdph.org](mailto:EnvHealth.DPH@sfdph.org).

By completing and signing the Annual Self Certification (ASC), the Owner/Representative of the property subject to this ASC hereby acknowledges receipt of the ASC and agrees to take any and all necessary steps to comply with the ASC, the San Francisco Stormwater Management Requirements and Design Guidelines, the San Francisco Stormwater Management Ordinance (San Francisco Public Works Code Section 147 et seq.), and all other applicable laws, ordinances, and regulations. Failure to complete and provide a signature by the established deadline will result in the issuance of a non-reporting fee in accordance with the SFPUC Rates Schedule.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Annual Self-Certification Checklist Instructions

### INFILTRATION BASIN & DETENTION POND (AKA: soakage basin, infiltration pond & detention basin, dry pond, dry detention basin, extended detention basin)

**NOTE:** These instructions are intended to be a companion piece to the Annual Self-Certification Checklist. The information contained herein is to be used to help the preparer of the Annual Self-Certification Checklist accurately conduct an inspection and properly complete the form.

**Abbreviations:** SMR: San Francisco Stormwater Management Regulations and Design Guidelines; SCP: Stormwater Control Plan; SMO: San Francisco Stormwater Management Ordinance; BMP: Best Management Practice (Basin or Pond); GI: Green Infrastructure

Item #	Inspection Item Description	Inspection Instructions and Explanation
1	Unpleasant odors	<p><b>Area of Concern:</b> Several maintenance-related factors can lead to anaerobic soil conditions that create unpleasant odors in GI installations. Any installation that consistently fails to draw down completely within 48 hours can become anaerobic. The buildup of bacteria in anaerobic soils, along with decaying organic materials, can cause these odors.</p> <p><b>Maintenance Solution:</b> For more information on ponded water and extended drawdown time, see Item #2 below.</p>
2	Extended drawdown time (Ponded water > 48 hrs)	<p><b>Area of Concern:</b> Ponded water resulting from extended drawdown times beyond 48 hours can lead to several problems such as: unpleasant odors, plant die-off, and creation of mosquito habitats.</p> <p>Ponded water and drawdown failure can be caused by the following:</p> <ul style="list-style-type: none"> <li>• crusting or sealing of the soil surface via accumulation of fine-grained soil, organic matter, etc.</li> <li>• heavily compacted soil</li> <li>• large amounts of sediment accumulation in the soil</li> <li>• blocked or clogged outflow structures</li> </ul> <p><b>Maintenance Solution:</b> Infiltration testing can determine if soil compaction or sediment clogging may be the cause of the problem, which can be remedied by scarifying, tilling, or shallow or deep aerating.</p> <p>Inspecting the outflow structure for clogging can be done visually by looking for standing water or debris build-up and clogging in the structure. Video inspection of the outlet pipe may be performed to determine the source of the failure. Clogged outflow pipes can be cleared by jetting or snaking the underdrain pipe or culvert that connects the structure to the sewer, and by removing accumulated debris and sediment from the bottom of the structure with hand tools or by use of a vactor truck.</p>

Item #	Inspection Item Description	Inspection Instructions and Explanation
3	Excessive trash / debris accumulation	<p><b>Area of Concern:</b> Excessive trash or debris accumulation causes problems in GI installations that extend beyond poor aesthetics. Trash and debris accumulation can inhibit plant growth, clog or inhibit the infiltration capacity of the soil, and clog outflow structure grates. Clogged or inhibited infiltration capacity could lead to extended drawdown times and unwanted ponding. Additionally, clogged outflow structure grates can lead to overflowing and flooding.</p> <p><b>Maintenance Solution:</b> All trash and debris should be removed from the basin / pond before the start of the rainy season (October 15) or as frequently as site conditions dictate. All material should be discarded at an appropriate facility.</p>
4	Visible surface contaminants / pollution	<p><b>Area of Concern:</b> Visible surface contaminants and pollution can range from inert substances that can cause soil clogging to hazardous substances that impact plant, environmental, or human health. Examples of inert contaminants are masonry, plaster or concrete "washout," and masonry or roadway saw cutting slurry and residue. Examples of hazardous contaminants are petroleum-based substances, caustic chemicals, pesticides and herbicides. These pollutants can often be identified by sight or smell when they are deposited on the surface of a basin / pond.</p> <p><b>Maintenance Solution:</b> If pollutants are detected, investigations must be conducted to determine the source of the contaminant, mitigate that source, and then take steps to clean up the contamination. For inert substances, cleanup can typically be conducted by regular maintenance personnel by simply scraping off the contaminated material and discarding it at an appropriate facility. If soil is removed by the cleanup process, any lost soil materials must be replaced to the designed grade. Hazardous substance cleanup will require specially trained and licensed contractors and special disposal requirements conforming to local and national laws and regulations.</p>
5	Vandalism / catastrophic damage to components or entire system	<p><b>Area of Concern:</b> Vandalism can range from minor issues, like graffiti, to destruction of the entire irrigation system. Catastrophic damage can result from vehicles driving into or through the basin or pond, trampling caused by large amounts of pedestrians or animals walking through the BMP, or construction / repair of nearby utilities and structures that impact the BMP.</p> <p><b>Maintenance Solution:</b> Repair of vandalism or catastrophic damage can consist of simply removing graffiti or completely reconstructing the BMP if catastrophic damage occurs.</p>
6	Unauthorized modifications	<p><b>Area of Concern:</b> Unauthorized modifications consist of any changes to a BMP that deviate from the approved construction documents included in the project's SMR Maintenance Agreement Exhibit B. These modifications can take place during construction (i.e., soil or plant substitutions with inferior components) or can happen after the BMP is constructed (i.e., reducing the footprint of the BMP to accommodate an addition to a nearby structure).</p> <p><b>Maintenance Solution:</b> The SMR Maintenance Agreement Exhibit B recorded on the deed of the property provides the original approved construction documents that can be referred to and used to determine if modifications have been made. All unauthorized modifications must be corrected by returning the BMP to its original configuration, as described in the approved construction documents contained in the SMR Maintenance Agreement Exhibit B.</p>
7	Excessive weed growth	<p><b>Area of Concern:</b> Noxious and invasive weeds must be removed when they cover more than 25% of the BMP surface. Noxious and invasive weeds are highly damaging to the natural and built environment; these weeds interfere with the beneficial use of the land, degrade biodiversity, and reduce the effectiveness of the facility.</p> <p><b>Maintenance Solution:</b> Best practices call for weed removal on a monthly basis, regardless of cover percentage. Weed removal must include the entire root structure and the weeds must be discarded at an appropriate facility to prevent spreading of invasive species. California's Pest Prevention System (PPS) and the California Food and Agricultural Code (FAC) Appendix D set regulations and laws pertaining to weed removal and disposal.</p>

## Annual Self-Certification Checklist Instructions

Item #	Inspection Item Description	Inspection Instructions and Explanation
8	Sediment accumulation at forebay or basin bottom	<p><b>Area of Concern:</b> Sediment accumulation in BMPs is normal and expected. Sediment and debris can collect in the curb cut (or inlet structure), in the forebay (or rock cobble energy dissipater), or at the low point of basin / ponds.</p> <p><b>Maintenance Solution:</b> Steps must be taken to remove sediment accumulation on an annual basis (or more often, depending on site conditions) to keep the BMP functioning properly. This built-up sediment must be removed to ensure water can flow freely into and through the BMP, as well as to maintain soil infiltration capacity. Typical removal methods consist of scraping up sediment with shovels and properly disposing of the sediment at an approved facility.</p>
9	Erosion at inlet, outlet, overflow, or side slopes	<p><b>Area of Concern:</b> Inflow, outflow, and water movement through a basin / pond may cause erosion and scouring of the soil surface over time, or immediately after construction during the plant grow-in period. Erosion and subsequent sediment deposition can be detrimental to soil infiltration capacity, cause damage to plants, and create clogging in outflow structures.</p> <p><b>Maintenance Solution:</b> Repair measures must include identifying and correcting the cause of the erosion by adding flow dispersal measures to reduce channelized flow (i.e., rock cobble or rip-rap level spreader, etc.), repairing the erosion damage, and removing any sediment created by the erosion process.</p>
10	Inlet, outlet, or overflow structure blockage	<p><b>Area of Concern:</b> Trash, debris, and poorly-sited or overgrown plant material can create blockages at the inlet and outlet points or at the overflow structure of basins / ponds, inhibiting the flow of water into, through, or out of the facility. Inlet blockages can cause stormwater flows to bypass the BMP or only allow partial flows into the BMP, creating a situation where the BMP is non-functioning or underperforming. Inlet, outlet, and overflow structure blockages can also create excessive ponding within and around the BMP, potentially leading to hazardous conditions and property damage.</p> <p><b>Maintenance Solution:</b> Blockages must be cleared before the start of the rainy season (October 15), before each forecasted storm if site conditions require, and/or as frequently as site conditions dictate. Trash and debris must be removed by hand or with hand tools and disposed of at an appropriate facility. Poorly-sited or overgrown plant material can be transplanted to another location within the BMP, or discarded as compost. Overflow structure grates, sumps, and traps must be cleared of debris by hand, hand tools, or a vactor truck and disposed of at an appropriate facility.</p>
11	Dead, diseased, dying, or missing plants / grasses	<p><b>Area of Concern:</b> Plants play an important role in the function of a basin / pond. In addition to supporting evapotranspiration, plant roots help aerate the soil and minimize soil compaction, replenish organic materials in the soil, and provide a habitat for beneficial bacteria that aid in the biological breakdown and mitigation of pollutants deposited by stormwater into the facility. For a basin / pond to function properly, it needs consistent and healthy plant cover. Bare spots resulting from missing plants give invasive weeds an opportunity to grow.</p> <p><b>Maintenance Solution:</b> Dead, diseased, dying, or missing plants must be replaced. If a large amount of plants have died off, consult with a horticultural expert on the cause of the die-off, and remedy the cause before replanting.</p>

Item #	Inspection Item Description	Inspection Instructions and Explanation
12	Vegetation obstructing line of sight at roadway or intersection	<p><b>Area of Concern:</b> If basins / ponds are located close to a roadway or intersection, overgrown plants may cause a hazardous condition by blocking the vision of motorists, bicyclists and pedestrians.</p> <p><b>Maintenance Solution:</b> Regular pruning on a quarterly basis can alleviate blocked lines of sight, while maintaining the desired plant coverage in the facility. Pruning should only be done by trained landscape professionals in accordance with established horticultural practices and standards.</p>
13	Vegetation blocking in-flow at inlet or outlet structure	<p><b>Area of Concern:</b> Poorly-sited, spreading or overgrown plant material can create blockages at the inlet point of a basin / pond. This can block stormwater flows from entering the facility, potentially causing stormwater to pond upstream of the inlet or bypass the unit entirely. If stormwater cannot enter the basin / pond or less than the designed volume of stormwater is able to enter, the function of the facility will be significantly diminished.</p> <p><b>Maintenance Solution:</b> Any plant material that blocks the inlet of a facility must be pruned, thinned, transplanted elsewhere in the planter, or be removed and disposed of. Pruning, thinning and transplanting should only be done by trained landscape professionals, in accordance with established horticultural practices and standards.</p>
14	Structural damage (basin / pond edges or outlet structure)	<p><b>Area of Concern:</b> Minor damage to structural components such as basin / pond edges or outlet structure should be repaired on a yearly basis. More significant structural damage, such as damage caused by auto accidents, nearby construction work, or natural disasters, must be repaired as soon as possible.</p> <p><b>Maintenance Solution:</b> Minor repairs can consist of, but are not limited to, patching chips and cracks to concrete structures, and resetting outlet structure frames and grates. Major repairs can consist of removal and replacement of damaged outflow structures, or structural bracing and supplemental reinforcement of failing structural components.</p>
15	Rodent damage / burrowing	<p><b>Area of Concern:</b> Rodent damage and animal burrows in basins / ponds can cause structural, landscape, and stormwater flow based issues. Burrows can undermine structural components, leading to unwanted settlement. Burrows may also create preferential flow paths through the section of the berm, causing piping and erosion problems in the berms. Rodents can also damage plants and plant root systems.</p> <p><b>Maintenance Solution:</b> If rodent / animal damage is observed, consult with a licensed professional pest control service for eradication, or trapping and relocation, as appropriate.</p>
16	Mosquitos or mosquito larvae observed	<p><b>Area of Concern:</b> Ponded water resulting from extended drawdown time beyond 48 hours may lead to the development of a mosquito habitat.</p> <p><b>Maintenance Solution:</b> See Item #2 above for remedies to extended drawdown times. For more information on mosquito control visit <a href="http://www.sfdph.org/dph/eh/WestNile/default.asp">http://www.sfdph.org/dph/eh/WestNile/default.asp</a> or <a href="http://www.sfdph.org/dph/eh/mosquito/default.asp">http://www.sfdph.org/dph/eh/mosquito/default.asp</a>. If mosquitos or mosquito larvae are observed, please contact the San Francisco Environmental Health Vector Control Program at (415) 252-3806, or email <a href="mailto:EnvHealth.DPH@sfdph.org">EnvHealth.DPH@sfdph.org</a>. Also, consult with a licensed professional pest control service for eradication, as appropriate.</p>