

# **Pipes/Culverts and Inlets/Grates System – Structural Control Inspection Standard Operational and Maintenance Documentation Protocol**

Town of Jupiter Inlet Colony

*The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Jupiter Inlet Colony Report Form.*

## **Inspections:**

At least 10% of the total number of linear feet of pipe/culvert is inspected each year. The inlets, catch basins, manholes and grates associated with a pipe/culvert system are inspected concurrently. Visual inspections are conducted in accordance with the checklist/procedure that follows. If warranted, as a result of the visual inspection, a work order for maintenance, repair or a more detailed pipe or structure investigation is generated. A more detailed investigation may include televising the pipe, or using mirrors or other devices, as appropriate, to determine the condition of the pipe/culvert. As a result of the more detailed investigation, a work order for maintenance or repair may be generated.

## **Maintenance:**

There are several maintenance activities that may be associated with MSWOs systems. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Remove trash and debris from the system and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Remove barnacles and/or other marine life and dispose of properly.
5. Repair/replace the headwall at the end of the pipe, if applicable.
6. Repair/replace pipe or structure, if needed.

## **Documentation:**

The documentation procedure for the inspection and maintenance activities related to the pipes/culverts and inlets/catch basins systems is to fill out the Colony's Inspection Form for Structural Controls – Catch Basin/Inlet included in the appendices of this document and file with the Jupiter Inlet Colony Administration. Should further action be needed, additional documentation will be required per the instructions of the Town Administrator.