



Outfall and Inlet Inspection Program

For MCM #3 Illicit Discharge Detection and Elimination

**599 Lewisberry Road
New Cumberland, PA 17070**

Contact Person:

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Inlet Inspection Protocol

1. Inlets are to be cleaned and inspected at various times of the year. Mainly prior to and after large rain events. Township employees will be directed to go and inspect inlets for debris on the top grates and within the bottom. Inlets requiring cleaning (top or bottom) will need to be documented on the Inlet Inspection short form.
2. Even if you clean inlets without being directed please fill out the appropriate form.
3. When doing any cleaning regardless of the amount of material; make sure to complete the Inlet Inspection Short Form.
4. The inlet inspection forms are located in a binder labeled Outfall and Inlet Inspection Program
5. In the event that you are installing an inlet placard you will also need to fill out the Installation sketch form which is also located within the binder.
6. Please remember that these forms are used for documentation on our yearly reports, fill out forms as accurately as possible.
7. Any questions contact Paul Rodrigo

Outfall Inspection Protocol

1. Areas assigned for Outfall and Inlet inspections are based on the grid system for the township. Grids that require inspections will be assigned annually based on the total number of municipal Outfalls as determined by Paul Rodrigo, the coordinator of "Minimum Control Measure 3 (MCM3) - Illicit Discharge Detection and Elimination."
2. A note book will be generated with all necessary forms and maps by grid with Outfall ID numbers on the cycle years (March to March).
3. If you have been assigned to perform Outfall inspections, examine the overall map for grids that have been assigned for this cycle period but have not had completion X and initials put in them. Select a Grid or Grids to perform inspections in.
4. Find the map that corresponds to the grid(s) that has inspections to be performed in. Maps are in row and then column order.
5. Note Outfalls that may need inspections performed by the list on the map of the ones that have not been signed off on. Attempt to complete an entire grid of inspections once started.
6. The inspection forms can be found behind the map with Outfall numbers pre assigned.
7. Go to one of the pre-assigned sites and complete the form as follows;
 - a. Enter initials and date.
 - b. Describe location. If the site is unmapped provide a map on the back of the sheet.
 - c. Outfall owner normally check **Township**.
 - d. Outfall Source should normally be **Storm Sewer**.
 - e. Complete the following as appropriate; Unusual Flow or Odor, Time since Last Rainfall, Photo(s) Taken, and Structural Defects Observed.
 - f. If there is an unusual flow or odor contact supervisor immediately.
 - g. Provide additional comments of unusual items.
8. If an inspection sheet has been completed for all pre assigned outfalls, return the forms to Paul Rodrigo.
9. Initial Outfalls inspected on the map identified in step 4 above. If all the inspections on the map have been completed, return the map to Paul Rodrigo.
10. If a grid has been complete of all inspections, put an X and your initials on the overall map.
11. Any questions contact Paul Rodrigo

My Signature below indicates that I have read the Outfall inspections protocol.

