# Municipal Stormwater Infrastructure Operation and Maintenance Plan

## Central Massachusetts Regional Stormwater Coalition

September 30, 2019

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## Appendices

# 1 Introduction

This Operation and Maintenance (O&M) Plan has been prepared by Burlington to address stormwater infrastructure O&M requirements[1] of the United States Environmental Protection Agency's (USEPA's) 2016 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts, hereafter referred to as the "2016 Massachusetts MS4 Permit" or "MS4 Permit."

This O&M Plan addresses Minimum Control Measure 6, Good Housekeeping and Pollution Prevention for Permittee Owned Operations, by describing the activities and procedures the Burlington will implement so that the MS4 infrastructure is maintained in a timely manner to reduce the discharge of pollutants from the MS4. The O&M Plan outlines inspection and maintenance procedures for catch basins, municipally-owned streets and parking lots, and structural stormwater Best Management Practices (BMPs).

The DPW/Engineering department, with assistance from the Conservation Department, is responsible for inspection and maintenance of the stormwater infrastructure in Burlington. A map of the existing stormwater infrastructure in Burlington is provided in **Appendix A**.

# 2 Catch Basins

The DPW/Highway department performs routine inspections, cleaning, and maintenance of the approximately 2600 catch basins that are located within the MS4 regulated area. Burlington will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4

- Routine inspection and cleaning of catch basins. Catch basins should be cleaned such that they are no more than 50 percent full[2] at any time. Burlington will initially inspect all catch basins within the regulated area within two (2) years of the effective date of the permit to evaluate sediment or debris accumulation and establish optimal inspection and maintenance frequencies to meet the "50 percent" goal. A catch basin inspection/cleaning procedure, inspection form, and log of catch basins cleaned or inspected are included in **Appendix B**.

- If a catch basin sump is more than 50 percent full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased.

[1] See Part 2.3.7.a.iii of the 2016 MS4 Permit for Infrastructure Operation and Maintenance program requirements.

[2] A catch basin sump is more than 50 percent full if the contents within the sump exceed one half the distance between the bottom interior of the catch basin to the invert of the deepest outlet of the catch basin

- Catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be inspected and cleaned more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings (i.e., catch basins more than 50 percent full). Priority will also be given to catch basins that discharge to impaired waters.

- The following information will be included in each annual report:
  - Any action taken in response to excessive sediment or debris loadings
  - Total number of catch basins
  - Number of catch basins inspected
  - Number of catch basins cleaned
  - Total volume or mass of material removed from catch basins.

# 3 Streets and Parking Lots

Streets and municipally-owned parking lots are swept at least one per year. Some roads are swept more than 3 times per year.

The Town of Burlington will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

- All streets with the exception of rural uncurbed roads with no catch basins or high speed limited access highways will be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding).

- More frequent sweeping will be implemented for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors.

- More frequent sweeping is required for municipally-owned streets and parking lots in areas that discharge to certain nutrient-impaired waters. Sweeping must be performed in these areas a minimum of two times per year, once in the spring (following winter activities such as salting) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).

- Burlington will develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies within two (2) year of the effective date of the permit, and submit such plan with its year one annual report. The plan can be found here: http://www.burlington.org/community_development/town_stormwater_management_program.php

- The following information will be included in each annual report:
  - Number of miles cleaned or the volume or mass of material removed (see sweeping log in **Appendix C**).

# 4 Catch Basin Cleanings and Street Sweepings

Catch basin cleanings (i.e., solid materials such as leaves, sand and twigs removed from stormwater collection systems during cleaning operations) and street sweepings will be managed in compliance with current Massachusetts Department of Environmental Protection policies:

- Catch Basin Cleanings
  http://www.mass.gov/eea/agencies/massdep/recycle/regulations/management-of-catch-basin-cleanings.html

- Street Sweepings
  http://www.mass.gov/eea/docs/dep/recycle/laws/stsweep.pdf

Prior to disposal or reuse, catch basin cleanings and street sweepings will be stored indoors or using proper controls such that they do not discharge to receiving waters.

# 5 Winter Road Maintenance

The Town of Burlington performs a variety of maintenance activities to ensure safe winter driving conditions on its roads and parking lots.

The Town of Burlington will implement the following winter maintenance procedures to reduce the discharge of pollutants from the MS4:

- Minimize the use and optimize the application of sodium chloride and other salt[3] (while maintaining public safety) and consider opportunities for use of alternative materials.

- Optimize chemical application rates through the use, where practicable, of automated application equipment (e.g., zero velocity spreaders), anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals. Maintain records of the application of anti-icing and/or de-icing chemicals to document the reduction of chemicals to meet established goals.

- Prevent exposure of deicing product (salt or alternative products) storage piles to precipitation by enclosing in a salt shed at 10 Grant Avenue. Implement good housekeeping, diversions, containment or other measures to minimize exposure resulting from adding to or removing materials from the pile. Store piles in such a manner as not to impact surface water resources, groundwater resources, recharge areas, and wells.

- The MS4 Permit prohibits snow disposal into waters of the United States. Snow disposal activities, including selection of appropriate snow disposal sites, will adhere to the Massachusetts Department of Environmental Protection Snow Disposal Guidance, Guideline No. BWR G2015-01 (Effective

[3] For purposes of the MS4 Permit, salt means any chloride-containing material used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.

Date: December 21, 2015), located at:
http://www.mass.gov/eea/agencies/massdep/water/regulations/snow-disposal-guidance.html

- Provide training for municipal employees on winter roadway maintenance procedures.

# 6 Structural Stormwater BMPs

An inventory of structural stormwater Best Management Practices (BMPs) owned and/or maintained by Burlington is provided in **Appendix D**. The stormwater infrastructure map in **Appendix A** shows the locations of the structural BMPs.

Structural stormwater BMPs will be inspected annually at a minimum. Recommended inspection procedures and checklists are provided in **Appendix E**.

# Appendix A

## Stormwater Infrastructure Map

Burlington's Stormwater Infrastructure Map may be accessed here:
http://www.burlington.org/TFH-NPDES_DrainMap2-Proj.pdf

# Appendix B

## Catch Basin Inspection and Cleaning Procedure
## Catch Basin Inspection Form
## Catch Basin Cleaning Log

Burlington's Catch Basin Cleaning Optimization Plan is located at:
http://www.burlington.org/community_development/town_stormwater_management_program.php

*The Town of Burlington will use Mobile 311, or another program, to maintain a log of catch basins inspected and cleaned, including the following information:*
*- Date*
*- Inspector*
*- Weather conditions*
*- Number of catch basins inspected and cleaned*
*- Amount of material removed*
*- Catch basins observed to be more than 50% full*
*- Corrective action taken or recommended*

# SOP: CATCH BASIN INSPECTION AND CLEANING

## *Introduction*

Catch basins help minimize flooding and protect water quality by removing trash, sediment, decaying debris, and other solids from stormwater runoff. These materials are retained in a sump below the invert of the outlet pipe. Catch basin cleaning reduces foul odors, prevents clogs in the storm drain system, and reduces the loading of suspended solids, nutrients, and bacteria to receiving waters.

During regular cleaning and inspection procedures, data can be gathered related to the condition of the physical basin structure and its frame and grate and the quality of stormwater conveyed by the structure. Observations such as the following can indicate sources of pollution within the storm drain system:

- Oil sheen
- Discoloration
- Trash and debris

Both bacteria and petroleum can create a sheen on the water surface. The source of the sheen can be differentiated by disturbing it, such as with a pole. A sheen caused by an oil will remain intact and move in a swirl pattern; a sheen caused by bacteria will separate and appear "blocky". Bacterial sheen is not a pollutant but should be noted.

Observations such as the following can indicate a potential connection of a sanitary sewer to the storm drain system, which is an illicit discharge.

- Indications of sanitary sewage, including fecal matter or sewage odors
- Foaming, such as from detergent
- Optical enhancers, fluorescent dye added to laundry detergent

Each catch basin should be cleaned and inspected at least annually. Catch basins in high-use areas may require more frequent cleaning. Performing street sweeping on an appropriate schedule will reduce the amount of sediment, debris, and organic matter entering the catch basins, which will in turn reduce the frequency with which structures need to be cleaned.

## *Cleaning Procedure*

Catch basin inspection cleaning procedures should address both the grate opening and the basin's sump. Document any and all observations about the condition of the catch basin structure and water quality on the Catch Basin Inspection Form, using Mobile 311 or another program.

Catch basin inspection and cleaning procedures include the following:

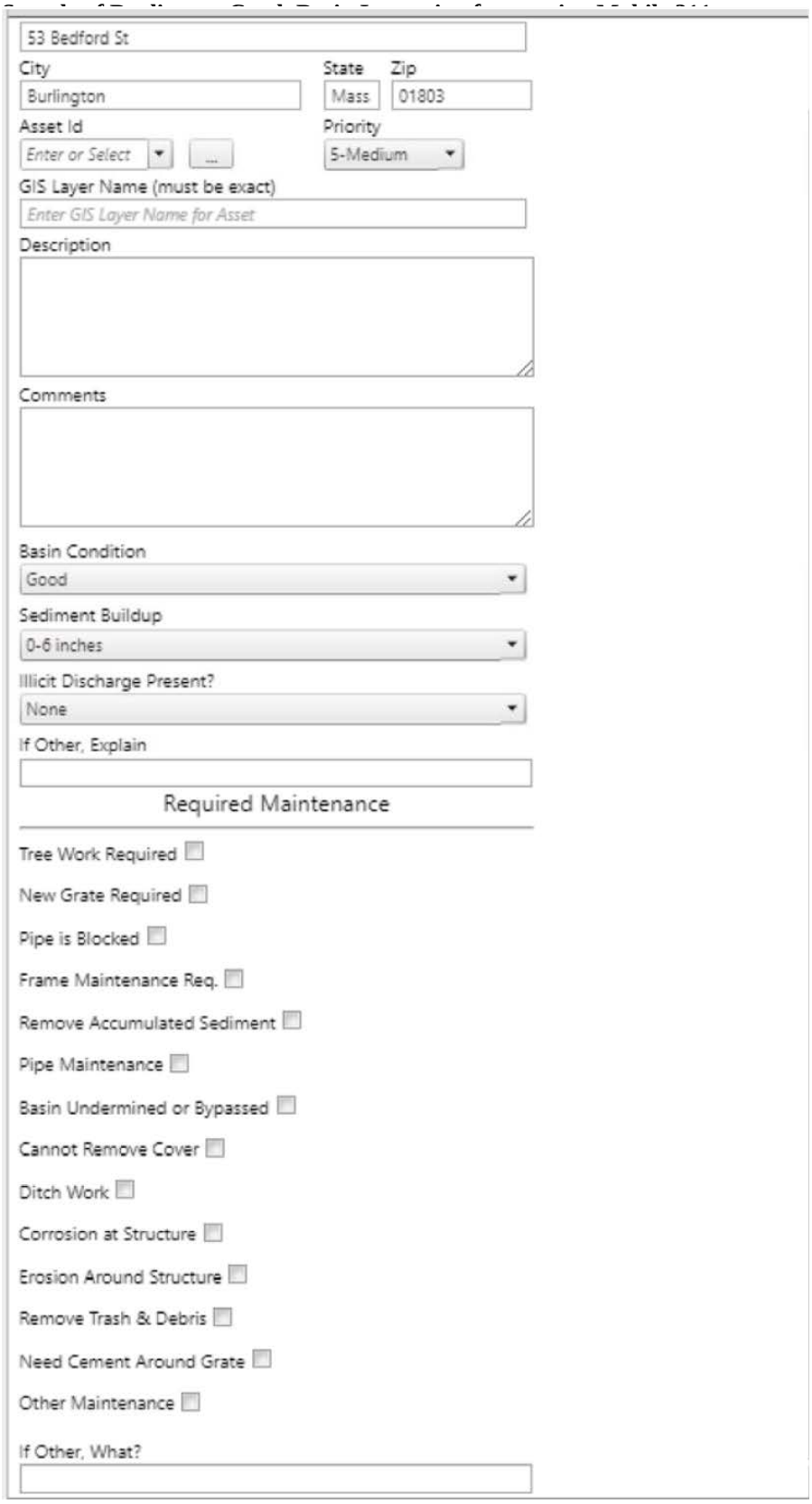
1. Work upstream to downstream.
2. Clean sediment and trash off grate.
3. Visually inspect the outside of the grate.
4. Visually inspect the inside of the catch basin to determine cleaning needs.
5. Inspect catch basin for structural integrity.
6. Determine the most appropriate equipment and method for cleaning each catch basin.
    a. Manually use a shovel to remove accumulated sediments, or
    b. Use a bucket loader to remove accumulated sediments, or

   c. Use a high pressure washer to clean any remaining material out of catch basin while capturing the slurry with a vacuum.
   d. If necessary, after the catch basin is clean, use the rodder of the vacuum truck to clean downstream pipe and pull back sediment that might have entered downstream pipe.
7. If contamination is suspected, chemical analysis will be required to determine if the materials comply with the Massachusetts DEP Hazardous Waste Regulations, 310 CMR 30.000 (http://www.mass.gov/dep/service/regulations/310cmr30.pdf). Chemical analysis required will depend on suspected contaminants. Note the identification number of the catch basin on the sample label, and note sample collection on the Catch Basin Inspection Form.
8. Properly dispose of collected sediments. See following section for guidance.
9. If fluids collected during catch basin cleaning are not being handled and disposed of by a third party, dispose of these fluids to a sanitary sewer system, with permission of the system operator.
10. If illicit discharges are observed or suspected, notify the DPW and Conservation Departments.
11. Using Mobile 311, or another program, document location and number of catch basins cleaned, amount of waste collected, and disposal method for all screenings.
12. Report additional maintenance or repair needs to the appropriate Department.

### *Disposal of Screenings*

Catch basin cleanings from storm water-only drainage systems may be disposed at any landfill that is permitted by MassDEP to accept solid waste. MassDEP does not routinely require stormwater-only catch basin cleanings to be tested before disposal, unless there is evidence that they have been contaminated by a spill or some other means.

Screenings may need to be placed in a drying bed to allow water to evaporate before proper disposal. In this case, ensure that the screenings are managed to prevent pollution.


53 Bedford St
City
Burlington
State
Mass
Zip
01803
Asset Id
Enter or Select
...
Priority
5-Medium
GIS Layer Name (must be exact)
Enter GIS Layer Name for Asset
Description
Comments
Basin Condition
Good
Sediment Buildup
0-6 inches
Illicit Discharge Present?
None
If Other, Explain
Required Maintenance
Tree Work Required
New Grate Required
Pipe is Blocked
Frame Maintenance Req.
Remove Accumulated Sediment
Pipe Maintenance
Basin Undermined or Bypassed
Cannot Remove Cover
Ditch Work
Corrosion at Structure
Erosion Around Structure
Remove Trash & Debris
Need Cement Around Grate
Other Maintenance
If Other, What?

**Sample from Catch Basin Log for Burlington Year 1 MS4 Permit**

| Work Type | Last Modified | Modified Date | Description | Comments |
|---|---|---|---|---|
| Basin Cleaning | rmcmahon | 6/13/2019 7:06 | 16 basins 2 dumps 3 yards of debris zone 2c | |
| Basin Cleaning | rmcmahon | 6/13/2019 7:06 | | Basin needs to be cleaned out and lines vectored out |
| Basin Cleaning | rmcmahon | 6/10/2019 6:45 | 20 basins 3 dumps 4 yards of debris zone 2c | |
| Basin Cleaning | rmcmahon | 6/4/2019 6:42 | 20 basins 2dumps 3 yards of debris zone 2b | |
| Basin Cleaning | rmcmahon | 6/4/2019 6:42 | 15 basins 2 dumps 3 yards of debris zone 2b | |
| Basin Cleaning | rmcmahon | 5/29/2019 13:17 | 13 basins 1 dump 2 yards of debris zone 2b | afternoon rained outdoor |
| Basin Cleaning | rmcmahon | 5/28/2019 8:28 | | Lines need to be rodded |
| Basin Cleaning | rmcmahon | 6/4/2019 15:13 | | Basin is clean line needs to be rodded |
| Basin Cleaning | rmcmahon | 6/4/2019 15:13 | | Dead end Street line needs to be rodded |
| Basin Cleaning | rmcmahon | 5/28/2019 12:57 | 36 basins 5 dumps 10 yards of debris zone 2b | |
| Basin Cleaning | rmcmahon | 5/9/2019 13:31 | 20 basins 2dumps 5 yards of debris zone 2a | |
| Basin Cleaning | rmcmahon | 5/9/2019 13:31 | 28 basins 2 dumps 3 yards of debris | |
| Basin Cleaning | rmcmahon | 11/2/2018 7:12 | 10 basins 2dumps 4 yards of debris zone 5b. | Oak street water break area |
| Basin Cleaning | rmcmahon | 10/10/2018 7:26 | 3 basins 2 yards | |
| Basin Cleaning | rmcmahon | 10/10/2018 7:26 | 16 basins 2 dumps 4 yards of debris zone 5b | |
| Basin Cleaning | rmcmahon | 10/4/2018 9:52 | 9 basins 1 dumps 2 yards of debris zone 5b | |
| Basin Cleaning | rmcmahon | 9/25/2018 8:12 | 8 basins 1 dump 3 yards of debris zone 5b | |
| Basin Cleaning | rmcmahon | 9/12/2018 15:26 | | |

# Appendix C

## Street and Parking Lot Sweeping Log

*The Town of Burlington will use Mobile 311, or another program to maintain a log of street sweeping and parking lot sweeping, including the following information:*

*- Date*
*- Operator*
*- Weather conditions*
*- Streets/parking lots swept*
*- Number of miles swept*
*- Volume or mass of material removed*
*- Corrective action taken or recommended*

## Portion of Street Sweeping Log for Burlington Year 1 MS4 Permit

| Date and time | Modified By | Amount swept (yards) | Description |
|---|---|---|---|
| 7/11/2018 14:44 | rmcmahon | 6 | Zone 2 water Salt Shed 9:30 University 2:00. Sweepings 6 yards |
| 7/11/2018 14:44 | rmcmahon | 5 | Zone 2 A/B water Salt Shed 9:30. Sweepings 5 yards |
| 7/18/2018 13:26 | rmcmahon | 6 | Zone 2C water- main water 7:50 Luther & Bradford 3:05. Sweepings 6 yards |
| 7/31/2018 8:00 | rmcmahon | 6 | Zone 3 water main water 7:30 TRW park 10:30. 6 yards of sweepings |
| 7/31/2018 8:00 | rmcmahon | 6 | Zone 3 A water trw park 10:30. Sweepings 6 yards |
| 8/1/2018 10:20 | rmcmahon | 9 | Zone 3 B water main water 9:00 / 2:00. Sweepings 9 yards Mall Rd and Turnpike islands |
| 8/2/2018 8:14 | rmcmahon | 9 | Zone 3 C water main water 8:00 2:00. Sweepings 9 yards |
| 8/3/2018 10:46 | rmcmahon | 7 | Zone 3C water main water 7:40 2:00. Sweepings 7 yards |
| 8/27/2018 6:56 | rmcmahon | 3 | Swept schools. Main water 7:40 Terrace Hall 10:40. 3 yards of sweepings |
| 9/5/2018 6:57 | rmcmahon | 4 | Finished schools, started zone 3 water Westwood 9:30 Terrace Hall 2:30. Sweepings 4 yards |
| 9/5/2018 15:21 | rmcmahon | 7 | Zone 3/2 water Terrace Hall pumping station 10:00 University 2:00. Sweepings 7 yards |
| 9/12/2018 15:01 | rmcmahon | 5 | Zone 2 / mains. Sweepings 5 yards |
| 9/25/2018 8:12 | rmcmahon | 5 | Mains sweepings 5 yards |
| 9/25/2018 8:12 | rmcmahon | 5 | Zone 5 sweepings 5 yards. Water Salt Shed 9:45 |
| 9/25/2018 8:12 | rmcmahon | 6 | Zone 5 sweepings 6 yards. Water Salt Shed 9:15 1:30 |
| 9/25/2018 8:12 | rmcmahon | 5 | Zone 5 sweepings 5 yards |
| 10/4/2018 9:52 | rmcmahon | 4 | (Zone 6) sweepings 4 yards |
| 10/4/2018 9:52 | rmcmahon | 4 | Zone 6 sweepings 4 yards |
| 10/10/2018 7:26 | rmcmahon | 9 | Zone 6 water main water 2:00 9 yards of sweepings |
| 10/17/2018 16:07 | rmcmahon | 6 | Zone 6 water Wyman St 10:30. Sweepings 6 yards |
| 10/17/2018 16:07 | rmcmahon | 9 | Zone 2 sweepings 9 yards |
| 10/17/2018 16:07 | rmcmahon | 8 | Zone 3/2 (sweepings 8 yards) (water-main water 8:00am) |
| 10/17/2018 16:07 | rmcmahon | 15 | Zone 2/3 (sweepings 15 yards) |

# Appendix D

## Inventory of Structural Stormwater Best Management Practices

## Inventory of Structural Stormwater Best Management Practices (BMPs)
## Burlington, Massachusetts

| BMP ID or Description | Location | BMP Type | Inspection Frequency | Date of Last Inspection | Additional Notes |
|---|---|---|---|---|---|
| Marshall Simonds Middle School Raingarden (4) | 114 Winn Street, Burlington | Vegetated swale | Annually | | |
| Stormceptor | 114 Winn Street, Burlington | Proprietary treatment device | Annually | | |
| Memorial Elementary School Raingarden (4) | 125 Winn Street, Burlington | Bioretention Area/Raingarden | Annually | | |
| Stormceptor | 125 Winn Street, Burlington | Proprietary treatment device | Annually | | |
| Grand View Farm Raingarden | 55 Center Street, Burlington | Bioretention Area/Raingarden | Annually | | |
| Subsurface infiltrators Wildwood Park | 114 Bedford Street, Burlington | Proprietary treatment device | After major storms for first few months | | |
| Stormceptors Wildwood Park | 114 Bedford Street, Burlington | Proprietary treatment device | Four times annually | | |
| Rain garden Wildwood Park | 114 Bedford Street Avenue, Burlington | Bioretention Area/Raingarden | Monthly | | |
| Firestation 2 stormceptors | 114 Terrace Hall Avenue, Burlington | Proprietary treatment device | Twice per year and after major storms | | Fire Station 2 commissioned July 2019 |
| Firestation 2 isolator rows and underground detention | 114 Terrace Hall Avenue, Burlington | Subsurface infiltration systems | Every 6 months and after major storms | | Fire Station 2 commissioned July 2019 |
| Soccer field parking at Mary Cummings Park swale and detention basin | 25 Blanchard Road, Burlington | Vegetated swale and Retention/detention basin | Annually | | |
| Stormceptor | 18 3rd Avenue, Burlington | Proprietary treatment device | Annually | | |

| BMP ID or Description | Location | BMP Type | Inspection Frequency | Date of Last Inspection | Additional Notes |
|---|---|---|---|---|---|
| Stormceptors | 171 Middlesex Turnpike | Proprietary treatment device | Annually | July 2019 | Some water, 8'-10' of sediment removed |
| Stormceptors | 171 Middlesex Turnpike | Proprietary treatment device | Annually | July 2019 | 8'-9' of water, 2' of sediment removed |
| Stormceptor | 155 Middlesex Turnpike | Proprietary treatment device | Annually | July 2019 | Some water, 6'-7' sediment removed |
| Stormceptor | 130 Middlesex Turnpike | Proprietary treatment device | Annually | July 2019 | 5' water, 6'-7' sediment removed |
| Stormceptor | 2 Sheighla Drive, Burlington | Proprietary treatment device | Annually | | |
| Stormceptor | 15 Greenleaf Way, Burlington | Proprietary treatment device | Annually | July 2019 | 7'-8' of water, no sediment |
| | | | | | |
| *Pending* | | | | | |
| *Planned DPW facility 3 lined detention chambers* | *1 Great Meadow Road, Burlington* | *Proprietary treatment device* | *Twice in first year and annually after* | | |
| *Planned DPW facility isolator row* | *1 Great Meadow Road, Burlington* | *Proprietary treatment device* | *Twice in first year and annually after* | | |
| *Planned DPW facility rip-rap stilling basins* | *1 Great Meadow Road, Burlington* | | *Annually* | | |
| *Planned DPW and Parks & Rec Facility 2 subsurface infiltrators* | *10 Great Meadow Road, Burlington* | *Proprietary treatment device* | *Twice in first year and annually after* | | |
| | | | | | |
| | | | | | |

# Appendix E

## Structural Stormwater BMP Inspection Procedures and Checklists

## INSPECTION OF BIORETENTION AREAS / RAIN GARDENS

**General Information**

| | | | |
|---|---|---|---|
| BMP Description | Bioretention Area / Rain Garden | | |
| BMP Location | | | |
| Inspector's Name | | | |
| Date of Inspection | | Date of Last Inspection | |
| Start Time | | End Time | |
| Type of Inspection:<br>Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐ | | | |
| Describe the weather conditions at time of inspection | | | |

**Specific Information**

| Maintenance Activity | Maintenance Frequency | Is Status of BMP Satisfactory? | Corrective Action Needed |
|---|---|---|---|
| Inspect for soil erosion and repair | Monthly | Yes ☐ No ☐ | |
| Inspect for invasive species and remove if present | Monthly | Yes ☐ No ☐ | |
| Remove trash | Monthly | Yes ☐ No ☐ | |
| Mulch void areas | Annually | Yes ☐ No ☐ | |
| Remove dead vegetation | Bi-Annually | Yes ☐ No ☐ | |
| Replace dead vegetation | Annually | Yes ☐ No ☐ | |
| Prune | Annually | Yes ☐ No ☐ | |
| Replace all media and vegetation | As Needed | Yes ☐ No ☐ | |

## INSPECTION OF VEGETATED SWALES & DETENTION BASINS

**Inspections should be conducted bi-annually, and during and after major storm events.**

### General Information

| | | | |
|---|---|---|---|
| BMP Description | Vegetated swale and/or Detention Basin | | |
| BMP Location | | | |
| Inspector's Name | | | |
| Date of Inspection | | Date of Last Inspection | |
| Start Time | | End Time | |
| Type of Inspection:<br>Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐ | | | |
| Describe the weather conditions at time of inspection | | | |

### Specific Information

| Maintenance Activity | Maintenance Frequency | Is Status of BMP Satisfactory? | Corrective Action Needed |
|---|---|---|---|
| Examine outlet structure for clogging or high outflow release velocities | Bi-Annually | Yes ☐ No ☐ | |
| Mow side slopes, basin and emergency spillway (if present) | Bi-Annually | Yes ☐ No ☐ | |
| Remove trash and debris | Bi-Annually | Yes ☐ No ☐ | |
| Remove sediment from basin | At least once every 5 years | Yes ☐ No ☐ | |

**INSPECTION OF PROPRIETARY TREATMENT DEVICE**

# Work Item Report

## Highway | Inspection | 10768979

**114 Terrace Hall Ave, Burlington, Massachusetts 01803**

**Collected By** rcaplan@burlington.org
**Collected Date** 9/10/2019 10:03:32 AM
**Modified By** rcaplan@burlington.org
**Modified Date** 9/10/2019 10:03:32 AM
**Status** New Request
**Priority** 5
**Asset Id** _____
**Layer Name** _____
**Description** _____
**Comments** _____
**Date of Inspection** 9/10/2019
**Time of Inspection** _____
**Type of Insepction** Regular
**Description of Weather Conditions** _____
**Corrective Action Needed** _____

### Employees

| Start Date | ID | Regular Hours | Overtime Hours | Total Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | $0.00 |

### Equipment

| Start Date | ID | Total Usage | Total Cost |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | $0.00 |

### Materials

| Start Date | ID | Quantity | Total Cost |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | $0.00 |

**Grand Total Cost: $0.00**