



Instructions for Preparing a Stormwater Facility  
Operations & Maintenance Manual (O&M Manual)

Operations and Maintenance (O&M) Manuals are required to be provided for all permanent water quality best management practices (BMPs) installed on a site. The purpose of the O&M manual is to provide information to the person or entity responsible for operation and maintenance of the facility to ensure that the facility is adequately maintained to function as designed. The information that is provided in the O&M will help the maintenance personnel understand the facility; will provide guidance for inspection and maintenance operations specific to the type of facility; and will provide mechanisms for ensuring that the long-term maintenance of the facility is performed.

Preparing the O&M Manual

1. Access SEMSWA's website at [www.semswa.org](http://www.semswa.org)
2. Download the Stormwater Management Facility O&M Manual template and insert the project specific information on the Title Sheet.
3. Obtain copies of the fully executed and recorded Stormwater Facilities Maintenance Agreement(s) for the project and include in Appendix A.
4. Download Appendix B and insert the project specific information.
5. Download the Standard Operating Procedure (SOP) for the specific type(s) of permanent BMPs that are contained on the project (this document is generic, and requires no additional information unless the BMP differs significantly from the standard).
6. Download the Inspection and Maintenance forms for each permanent BMP facility type.
7. Download the Annual Inspection and Maintenance Reporting Form.
8. Prepare a Stormwater Facilities Map in conformance with the Stormwater Facilities example drawing and checklist.
9. Prepare Stormwater Facility Plans and Detail Drawings for each Stormwater facility, in accordance with the Example Drawings and Checklists for Stormwater Facility Plans and Details.

Assemble the O&M Manual in the following order:

Title Sheet  
Stormwater Management Facility Operation and Maintenance Manual  
Appendix A – Maintenance Agreement(s)  
Appendix B – Description of Stormwater Facilities  
Appendix C – BMP Facility SOPs (for each type of facility)  
Appendix D – Inspection Form for each facility  
Appendix E – Maintenance Form for each type of facility  
Appendix F – Annual Inspection and Maintenance Verification & Submittal Form  
Appendix G – Stormwater Facilities Map; Facility Plan and Details Drawings

Three copies of the O&M Manual shall be provided to SEMSWA prior to approval of the Construction Plans.