

CITY OF MADISON - ENGINEERING DIVISION  
STANDARD OPERATING PROCEDURE



Catchbasin and Special Structure Maintenance Plan

February 17, 2021

**A. BACKGROUND**

The City of Madison Engineering Operations Division administers the Catchbasin and Special Structures Maintenance program and in doing so ensures adequate storage is available in the stormwater BMPs for them to be included in the MS4 water quality modeling of the city. The City of Madison Maintains 1550 catchbasins and screen structures that are distributed thorough out the City of Madison’s stormsewer network.

**B. Coordination and Schedule**

**1. Overview**

Each spring and fall every catchbasin and screen structure is cleaned. The cleaning process utilizes a 9 vac trucks and a two person crew. The vac truck is able to fully clean a structure in a matter of 20 to 30 minutes and screen structures take apporoximately 45minutes to an hour. The 10 crews are able to clean all 1550 catchbasins within a 2 month window. April - May in the Spring and then October - November in the Fall. The material removed has a low hazard exemption and is disposed of at the Dane County Landfill.

**2. Progress tracking**

- i. The cleaning process is directed and tracked through Cityworks. Cityworks is a GIS based tool that allows a manager to assign tasks and track progress in an integrated platform.
- ii. Daily progress is tracked in Cityworks
- iii. The material removed it weighed at the landfill when disposed. Material is stored at the MMSD Dry bed for drying time and then weighed at the landfill upon arrival.

**3. Inspection and Reporting**

- i. Repairs and maintenance:
  - a. Cityworks allows for maintenance notes to be reported to the supervisor.
  - b. Any catchbasin or screen structure that requires attention shall be repaired or maintained as soon as feasible.
  - c. Examples of common repair/maintenance activities include, but are not limited to: Damaged access structure chimneys, damage to the coanda screens in a screen structure, blockage of the outlet pipe.
  - d. Maintenance staff are trained to detect and report any evidence of illicit discharge to the stormsewer system to Dane County Madison Public Health.

**4. Records Locations**

- i. Maintenance records area keep in Cityworks and the total tons of removed sediment are included in the annual report.

**5. Key Personnel**

Name	Jurisdiction	Title
Jay Schlimgen	Coordinates cleaning efforts	Operations Supervisor
Jim Streich	Coordinates cleaning efforts	Sewer Maintenance Supervisor

**C. TRAINING**

- 1. The City of Madison and Madison Dane County Public Health staff give annual training on erosion control and illicit discharge standards, implementation, and inspection to Public Works staff.