



City of Shoreline

17500 Midvale Avenue North
Shoreline, WA 98133

(206) 801-2700 ♦ Fax (206) 801-2783

«Date»

«Name»

«Mailing_Address»

«City», «State_zip»

RE: Private Stormwater Facility Self-Certification Program
Drainage Facility: «Property_Name» at «Property_Address»
Drainage Facility No(s): «Facility_ID»

Dear Property Owner or Manager:

This letter provides information regarding the City of Shoreline's new Self-Certification process for stormwater system maintenance and/or repair work within private property. Your property, «Property_Name» located at «Property_Address» is currently eligible for self-inspection and self-certification of work.

The City's Municipal Stormwater Permit requires the City to protect Waters of the State from any sources of water pollution (also known as illicit discharges) traveling through the City's stormwater system. In past years, the City conducted regular inspections of private systems but in 2018 paused regular inspections to review the City's inspection program for this type of property.

The City is implementing a new program to allow some property owners to inspect their stormwater systems and self-certify completion of any required maintenance or repairs. Eligibility for a property to self-certify their inspection and maintenance relies upon property owners being responsive. The City will continue to evaluate the individual needs of each property and take additional actions as needed to prevent or eliminate an illicit discharge risk as per Shoreline Municipal Code (sections 13.10.320 thru 13.10.400), including a resumption of the City performing inspections, requiring maintenance, and/or performing required corrective actions at the property owner's expense if needed.

The City will initially require self-certification reporting every three years, but it is recommended you inspect and maintain the facility annually or more often if needed between self-certification years. The City reserves the right to increase or decrease self-certification frequency depending on site performance and program needs.

1. How the New Self-Certification Process Works

As a private property owner with privately maintained drainage and stormwater control facilities eligible for this new program, you are requested by the City to conduct inspections and perform any needed maintenance discovered by the inspections. Inspections and maintenance may be done by in-house personnel or a qualified vendor.

The City will be available to assist with questions or provide inspection guidance if requested. For those that choose to hire a qualified vendor to perform this work, a list of vendors can be provided by the City. To assist with your inspection is the King County Surface Water Design Manual (SWDM) for the maintenance standards and a Maintenance Checklist, both located on the City Surface Water Utility (SWU) website <https://www.shorelinewa.gov/government/departments/public-works/surface-water-utility/services/inspections-and-maintenance> Please contact us if you are having issues accessing the SWDM document or if you would like one mailed to you.

Specific Steps in the Process:

A. Facility Identification

Please review the enclosed site plan of your property. Note the facility type (catch basin, tank, vault, etc.) indicated in the legend box on the site plan map. Next, determine which facility features (catch basin, raingarden, pipe, etc.) are on your property. For help identifying existing facility features, please refer to the definitions and sketches in the maintenance references provided.

B. Inspection

Inspect all facilities on your property. If needed, hire a qualified vendor. During the inspection, you will need the following documents:

- **Annual Private Stormwater Facility Self Inspection Checklist (Self Inspection Checklist).** You will use this to record your inspection results. This form is enclosed with this letter.
- **Annual Private Stormwater Facility Maintenance Tips (Maintenance Tips).** This document identifies common maintenance activities for the most common stormwater facility features. This document is enclosed with this letter.
- **The King County Surface Water Design Manual (SWDM).** This more comprehensive document describes the inspection standards and maintenance activities for all types of stormwater facilities. Available at www.shorelinewa.gov/stormwatermaintenance

Report the inspection results on the **Self Inspection Checklist**

- Check “N/A” if the facility feature condition does not apply.
- If the feature has a defective condition, check “Needs Work” and refer to the **Maintenance Tips** and/or **SWDM** for required corrective actions.
- Select “Good” if feature meets standards.
- Provide photos of each facility feature inspected. This step verifies that the inspection(s) were conducted, regardless of passing or failing inspection results. Photos should be well-lit, in focus, and show that all facility features were inspected. Additional descriptions of photos can be added to the **Self Inspection Checklist** if needed.

NOTE: If there is more than one facility feature with defects, list the stormwater feature ID number (i.e., CB#3, CB#4, etc.) and a brief description of the maintenance performed using the space provided on the back sheet of the Self Inspection Checklist (attach a separate sheet if necessary.)

C. Maintenance Work

If maintenance is required, perform the work, or hire a qualified vendor. On the Maintenance Checklist, sign off that the work has been completed, and indicate the date completed.

Email a photo or photos showing the “after maintenance” condition, to verify any defects shown in the inspection photo(s) have been addressed. Ensure that you have good photos showing both conditions from before and after maintenance.

If using a qualified vendor, please include their invoice in the self-certification submittal, and have them sign the same page as the “Service Contractor”.

D. Certification

Provide the information indicated and sign under the certification section, certifying that the inspection has been performed and either no maintenance needs were identified, or the maintenance work was completed as indicated in the Self Inspection Checklist.

E. Submittal

Emails including photos and other attachments which exceed 20 MB in size will not be deliverable to the City. Please ensure that email size does not exceed 20 MB.

Email (preferred) or mail the checklist, photos, and any invoices or other supporting documentation to Surface Water Inspector, Brett Massa at:

bmassa@shorelinewa.gov

-or-

City of Shoreline
Attn: Brett Massa
17500 Midvale Ave N
Shoreline WA 98133

Deadline for inspections, completion of any required maintenance, and submittal of self-certified results is October 1, 2024.

2. Be Safe!

Use caution when inspecting catch basins/maintenance holes and conform to confined space entry laws. Most inspections can be performed above ground. If confined space entry is required, it is necessary that you contract with a qualified vendor trained and certified to work in confined spaces under hazardous conditions.

Property owners are responsible for the safety of all persons—including in-house and outside vendors—performing work on their property, including confined space entry on their property under Washington Administrative Code (WAC) 296-809 Confined Spaces. This responsibility may involve undergoing an assessment of the property to determine whether a permit is required for confined space entry (the permit is a self-generated checklist used to determine that all conditions are safe for entry). Rules for Safety Standards for Confined Spaces available at <https://www.lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-809.pdf>. You can request a print copy be mailed to you from bmassa@shorelinewa.gov.

Catch basin grates, manhole covers, and other system features can be heavy and should be handled carefully to avoid injury. Falling hazards may be present. Eye protection may be needed for some activities. Additional hazards may be present, and property owners are responsible for ensuring safe work practices are being followed and appropriate personal protective equipment is used.

3. Tools of the Trade

Depending on the type of facility you have, some of these tools will help you complete your inspections.

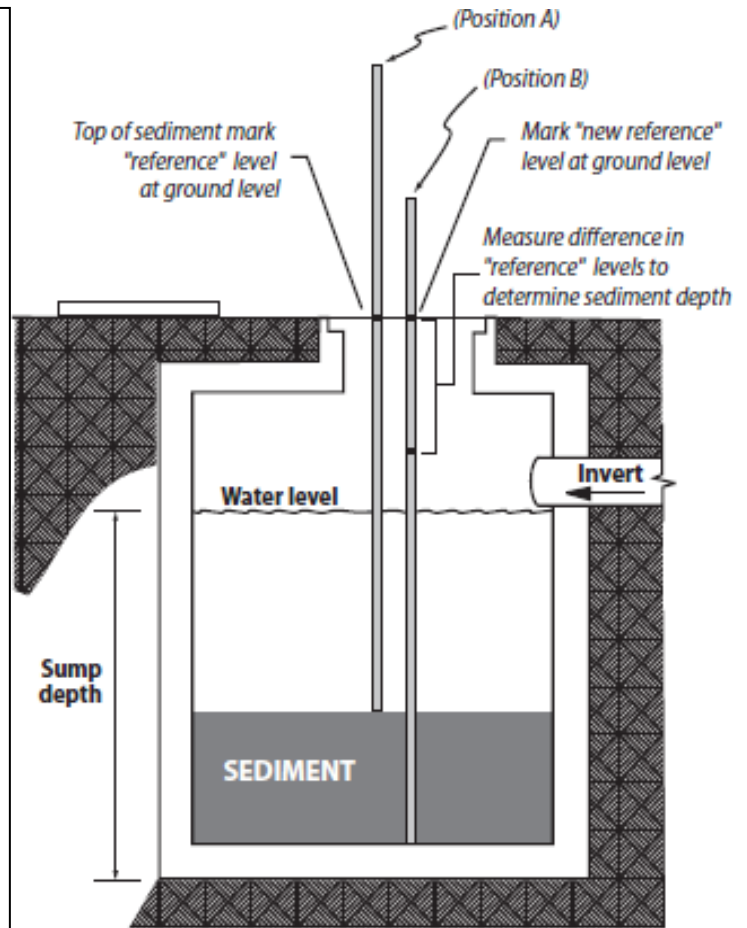
Task	Tool
Opening manhole cover	• 1/2” Allen wrench for bolts if present • Manhole Lid Hook
Opening stuck lids/grates	• Crowbar • Hammer • Liquid wrench • Lubricant (oil/grease) food grade
Measuring sediment depths	• Measuring rod (an 8-foot length of aluminum conduit marked at 1-foot intervals works well for most systems; for shallower systems a shorter rod will suffice)
Measuring storage space/ sediment depths	• Tape measure (12 ft)
Lifting grates, lids	• Manhole cover hook
Inspection from above ground	• Mirror on long handle • Camera
Probing for catch basins/ moving heavy objects	• Straight-pointed bar/tube/pole
General	• Flashlight • Trash rake (4/5 prong) • Vice grips • Shovel • Flat screwdriver • 10” wrench • Zep spray cleaning solution Phillips screwdriver • 15” wrench

4. Sediment Estimating

The most common defect encountered is excessive sediment level in a Catch Basin. Please refer to the Maintenance Standards for information on structure defects.

Here is how to check the sediment level in a catch basin:

- A. **Remove the manhole cover/grate** using a ½ inch Allen wrench and a catch basin grate hook or crowbar.
- B. **Identify the sump depth (water level)**
Using a probe or rod, identify the sump depth. This is done by inserting the rod through the water and sediment until it hits the bottom of the catch basin; water level will be visible for measurement upon removal. NOTE: Under normal conditions, the water level should be even with the outlet pipe. A higher water level indicates a blockage in the outlet (refer to the Maintenance Standards booklet for more information).
- C. **Identify the sediment level**
 - 1) Put the probe or rod in through the water until it touches the top of the sediment. Mark it with relation to a stationary point in the catch basin with tape or chalk (Position A).
 - 2) Put the probe or rod in through the water and sediment until it touches the bottom of the catch basin and mark the probe with relation to the same stationary point as in item 1 above (Position B).
The difference between the two marks is the **sediment depth**.
 - 3) The water mark left on the rod is the "sump depth." Measure the ratio of sediment depth to sump depth to



If you have questions, please contact Brett Massa at (206) 801-2464. Thank you for protecting the lakes, rivers, and streams in our community by maintaining your stormwater drainage facility.

Sincerely,

Brett Massa

bmassa@shorelinewa.gov
Surface Water Inspector

Enclosures:

Storm Drainage System Maintenance Brochure
Self Inspection Checklist and Maintenance Tips
Facility Map
Maintenance Contractor List