###### Drainage System Inventory

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL** | | | | |  | ID | |  |
| Date |  |  | Time |  |  | |  |  |
| Initial (1) |  |  | Initial (2) |  |  | |  |  |
| Picture #’s |  |  |  |  |  | |  |  |

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| **STRUCTURE TYPE** | | | | |
| ☐ | Discharging Pipe |  | ☐ | Not Found |
| ☐ | Manhole |  | ☐ | Blind Tie or Tap |
| ☐ | Catch Basin |  | ☐ | Non-point Source (circle below) |
| ☐ | Culvert Outlet |  |  | \*Seepage |
| ☐ | Point in Open Channel |  |  | \*Overland flow |

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| **OWNERSHIP** | | | | |
| ☐ | Enter your name here |  | ☐ | Road Commission |
| ☐ | Drain Commissioner |  | ☐ | Other |
| ☐ | Private |  | ☐ | Unknown |

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| **LOCATION (see back side for location sketch)** | | | |
| Latitude |  | | |
| Longitude |  | | |
| Cross-street |  | | |
| Offset Description | |  | |
|  | | | |
|  | | | |
| Receiving Waterbody: | | |  |
| Inventory Comments: | | |  |

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| **CONDUIT INFORMATION** | | | | | | |
| Pipe ID |  |  |  |  |  |  |
| Direction from MH |  |  |  |  |  |  |
| Shape |  |  |  |  |  | N |
| Diameter (in) |  |  |  |  |  |  |
| Width (in) (Open Channel) |  |  |  |  |  |  |
| Depth (in) |  |  |  |  |  |  |
| Measure Down (ft) (Manhole) |  |  |  |  |  |  |
| Invert Elevation (ft) (Pipes) |  |  |  |  |  |  |
| Conduit Material |  |  |  |  |  |  |
| Inlet/Outlet |  |  |  |  |  |  |

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| Canine hit: | ☐ | Yes |  | ☐ | No |

**LOCATION SKETCH**

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| **LOCATION SKETCH CHECKLIST** | |
| ☐ | Label street names |
| ☐ | Indicate north |
| ☐ | Locate manholes by dimensions from property lines, back of curb, or edge of pavement |
| ☐ | Sketch catch basins and connections (no measurements necessary) |
| ☐ | Indicate (if possible) distance to upstream and downstream manholes |
| ☐ | Flow direction |
| ☐ | Sample point |
| ☐ | Special access/traffic control notes |
| ☐ | Between mile markers \_\_\_\_ & \_\_\_\_ or \_\_\_\_ tenths past mile marker \_\_\_\_ |
| ☐ | Velocity/depth measure location |

###### Drainage System Screening

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| **GENERAL** | | | | | | | | ID |  | | | |
| Date | |  |  | Time |  |  | Air Temp |  | Last rain date/time\_\_\_\_\_\_\_\_\_\_ (48-72 hours of dry weather required) | | |
| Initials | |  |  | Chk By |  |  | Rain |  |  | ☐ | Clear/Sunny |
|  | |  |  |  |  |  | ☐ | Yes |  | ☐ | Partly Cloudy |
|  | |  |  |  |  |  | ☐ | No |  | ☐ | Overcast |
| **DRY WEATHER FLOW PRESENT** | | | | | | | | | | | | |
| ☐ | Yes, dry weather flow present | | | | | | | | | | | |
| ☐ | Trace, insufficient flow to sample | | | | | | | | | | | |
| ☐ | No dry weather flow present | | | | | | | | | | | |
| ☐ | Standing water | | | | | | | | | | | |
| ☐ | Submerged | | | | | | | | | | | |
| ☐ | Inundated | | | | | | | | | | | |
| ☐ | N/A | | | | | | | | | | | |

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| **FLOW MEASUREMENTS** | | | | | | | | | | | | | | | | | | | |
| Pipe Sampled: | | | | | Size (in) |  | | | |  | | Direction | | | |  | | | |
| Method: | | ☐ | | Area \* Velocity | | | **General Data** | | | |  | | | | | **Travel Time Trials** | | | |
|  | | |  | |  | | Depth (in) | |  | | | | | |  | #1 (sec) | | |  |
|  | | |  | |  | | Dist Traveled (ft) | |  | | | | | |  | #2 (sec) | | |  |
|  | | |  | |  | | Bucket Vol (l) | |  | | | | | |  | #3 (sec) | | |  |
|  | | |  | |  | | Channel slope (%) | |  | | | | | |  | Avg (sec) | | |  |
|  | | |  | |  | | Channel material | |  | | | | | |  | Vel (fps) | | |  |
|  | | |  | |  | | Channel, n | |  | | | | | |  |  | | |  |
| Flow: |  | | | | | |  |  | | |  | | | |  | | | |  |
| Intermittent Flow Check | | | ☐ | | Not checked | | | | | | | |  |  | | | | |  |
| ☐ | | Left sand bag in channel | | | | | | | |  |  | | | | |  |
| ☐ | | Removed sand bag, intermittent DWF present | | | | | | | | ☐ | Yes | | | ☐ | No | |
| *If possible, describe frequency, duration, time of day of flow slugs—put in comments section.* | | | | | | | | | | | | | | | | | | | |

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| **DISCHARGE OBSERVATIONS** *(if “other” checked, fill in description at bottom of page)* | | | | | | | | | |
| **Odor** | | **Floatables** | | **Deposits/Stains** | | **Vegetation** | | **Structural** | |
| ☐ | None | ☐ | None | ☐ | None | ☐ | None | ☐ | Normal |
| ☐ | Musty | ☐ | Trash | ☐ | Mineral | ☐ | Normal | ☐ | Cracking |
| ☐ | Sewage | ☐ | Sewage | ☐ | Sediment | ☐ | Excessive | ☐ | Spalling |
| ☐ | Rotten Egg | ☐ | Bacterial Sheen | ☐ | Oily | ☐ | Algae | ☐ | Corrosion |
| ☐ | Gas | ☐ | Oil Sheen | ☐ | Grease | ☐ | Slime | ☐ | Settlement |
| ☐ | Oil | ☐ | Suds | ☐ | Suds |  |  | ☐ | Staining |
| ☐ | Other | ☐ | Other | ☐ | Other | ☐ | Other | ☐ | Other |

**Description:**

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| **CHEMICAL ANALYSIS** | | | | | |
| FIELD ANALYSIS | | LAB SAMPLE COLLECTED ID | | |  |
| Surfactants |  | mg/L (.5) |  | Temperature |  |
| Ammonia (as N) |  | mg/L (1) |  | pH (6-9) |  |
| Hardness |  | mg/L |  | Specific cond. |  |
| Fluoride |  | mg/L |  |  |  |
| E. coli |  | Per 100ml (1000) |  |  |  |

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| **RESULTS** | |  |
| ☐ | Illicit discharge ruled out. | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ | Illicit discharge (e.g. undocumented connection) | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ | Pending | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ | Notify MDEQ | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **ACTION** | |
| ☐ | None required, not an illicit discharge |
| ☐ | Illicit discharge eliminated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ | Dye test – Date completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ | Televise – Date completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ | Investigate further – Date completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ | Illicit discharge/connection – Notified responsible party on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Comments:**

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