

Guidelines for inlet protection devices on/within storm catch basins and manholes at industrial, commercial and institutional (ICI) facilities

1. Introduction

The City of Calgary's Stormwater Pollution Prevention (StmPP) team will be working with Industrial, Commercial and Institutional (ICI) businesses in your area to evaluate stormwater pollution risks and provide education and information on stormwater pollution management. The goal of the ICI StmPP program is to protect your business and the environment by taking steps to reduce the risk of stormwater pollution from ICI facilities, helping you protect the health of our waterways and avoid potential fines. Over the next several years, The City will work with multiple ICI sectors to assess StmPP practices, with efforts focused on education, facility inspection, and Stormwater Bylaw 37M2005 compliance.

There are a variety of cost-effective source control best practices that reduce stormwater pollutants at or close to the source. The City will work with ICI customers to identify and reduce pollutant sources that can easily enter the stormwater system, typically at 'hot-spot' areas at ICI facility yards. In addition to ensuring pollutant sources are properly contained, minimized and cleaned-up, there are often opportunities to incorporate '**last line of defense**' storm inlet protection practices that can – if properly designed, monitored, and maintained – capture visible pollutants such as litter and micro-plastics at entry points to the stormwater system (open-grate storm manholes and catch basins are within or adjacent to ICI facility yards are common entry points).

2. Who are these guidelines intended for?

These guidelines are intended for owners/operators of ICI facilities intending to use inlet protection devices that trap visible pollutants on or within open-grate storm manholes or storm catch basins. The information will also help guide manufacturers and suppliers of inlet protection devices, consultants hired by ICI facilities, and industry associations on City of Calgary requirements.

3. Obstruction of stormwater system

No one is permitted to install an inlet protection device on or within any part of the stormwater system, public or private, without prior written approval from The City. In most cases, such devices will not be permitted to be installed on or within any storm manhole or catch basin within a City right-of-way. Devices may be permitted on a **case-by-case basis** for use on or within private storm manholes and catch basins that connect from an ICI facility yard to The City's stormwater system.

Inlet protection devices can cause a risk of stormwater back-up and localized flooding and must be designed with an overflow system so as not to interfere with the flow of stormwater into the stormwater system.

4. Procedure for requesting approval to use inlet protection device(s)

- Requests are only considered on a case-by-case basis for a specific ICI facility.
- Reviews of requests require at least 14 business days (and longer if information is missing).
- The facility owner/operator is considered the 'person responsible' for an approval issued by The City to use inlet protection devices at their facility and any approval issued will be addressed to them and/or the registered company.
- The facility owner/operator or their authorized representative should proceed as follows:
 1. Submit all requests in writing in an e-mail to stmpp@calgary.ca.
 - Use the subject line **Request to use inlet protection device**.
 - Include the name of the company and facility address (if the company operates at more than one address in Calgary).
 - Submit a separate application for each address.
 2. Include a cover letter and attachments detailing the following (ensure total attachment size is 10MB or less):
 - A contact name, phone number, and e-mail for a person responsible at the facility (e.g. Facility Manager);
 - A brief description of the operations conducted at the facility, and identification of all waste and/or spilled material intended to be captured by the proposed inlet protection device(s);
 - A description of other pollutant source controls implemented at the facility (given that any approval of inlet protection devices at facility storm inlets is strictly a 'last line of defense' practice);
 - Detail on the proposed inlet protection device(s), including the name, manufacturer, supplier (if applicable), a legible drawing cross-section detail of the device, and details on installation and inspection and maintenance procedures, and;
 - A facility plan detail clearly showing the location of all storm manholes or catch basins where a device is proposed (again, note that devices will not be permitted to be installed in a public right of way or on or within public storm manholes or catch basins except where part of a pilot program or research work).
- On commencing review of an application, The City's StmPP Team will set-up a 311 Service Request (SR), review applications for completeness and follow-up with the applicant within 14 business days with one of the following outcomes:
 1. Request for further written information (requires a further 14 business days for review when additional information is received).
 2. Request to proceed with a StmPP inspection at the facility (to confirm site information and feasibility of proposed litter trapping devices). This will be a pre-approval requirement in all cases where the StmPP is considering approving one or more inlet protection devices at the facility).
 3. Rejection of application.
- If The City's StmPP Team proceeds with a facility StmPP inspection and confirms acceptable location(s) for inlet protection devices, the StmPP Team will issue an approval letter (including conditions) to the facility (to the attention of the person responsible).

5. Disclaimer

- The City of Calgary retains full discretion to approve or reject inlet protection devices on a case-by-case basis and to establish conditions for installation, monitoring and maintenance of devices.
- The City of Calgary retains full discretion to revoke or revise an approval for inlet protection devices, and to determine any expiry date on an approval letter.
- Written approvals issued for use of litter inlet protection devices will have a condition that you agree to indemnify and hold harmless The City for all damages regarding the intended or unintended use of these devices, including failure to follow approval conditions, lack of inspection and maintenance of devices, and installation of devices at unapproved locations.