This documentation is required for all applications for vacuum trucks purchase. The intent of this documentation is to demonstrate that regulated MS4 entities have identified where a vacuum truck will be used and have coordinated the use of the equipment between multiple regulated MS4 entities. The information in this plan must include, at a minimum:

I. Participating regulated MS4 entities
II. Planned area being serviced by the vacuum truck (*including catch basins and waterbody information*)
III. Total number of catch basins in each participating regulated MS4 entity
IV. Total number of catch basins being serviced by this vacuum truck annually (*total for each regulated MS4 entity*)
V. Number of catch basins which service an area draining to an impaired waterbody
VI. Area(s) of concern\(^1\) serviced by each catch basin
VII. Brief description of the coordination required to share the equipment efficiently, scheduled use, share service agreements (*including vacuum truck operation and maintenance for long-term use*)
VIII. Best management practices in place for catch basin spoils disposal
IX. Pollutant(s) addressed (*e.g.*, phosphorus)
X. Catch Basin Clean-Out Procedure (see below)

**Minimum Information to Include in Catch Basin Clean-Out Procedure**

I. Safety/traffic control (*including number of staff*)
II. Preparation/Inspection
III. Clean-out Process

**Catch Basin Clean-Out Inventory**

As the vacuum truck is used over the contract years, communities must keep an inventory of what they find during catch basin clean-outs.

I. Date of clean out
II. Approximate level of trash debris captured at time of clean-out (*no debris*, <50% *sump capacity*, >50% *sump capacity*)
III. Depth of structure
IV. Depth of sump
V. Any comments or problems discovered

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\(^1\) See Mapping Status Table; must include at least those areas of concern listed under basic and intermediate mapping elements