

DITCH MANAGEMENT

1. Preparation

- a. Monitor ditches on a regular basis.
- b. Maintain access to ditch channels wherever possible.
- c. Contact affected property owners, utility owners, and irrigation companies.

2. Process

- a. Identify areas requiring maintenance and determine responsible party/agency.
- b. Determine what manpower or equipment will be required.
- c. Identify access and easements to area requiring maintenance.
- d. Determine method of maintenance that will be least damaging to the channel and adjacent properties or utilities.

3. Clean-up

- a. Stabilize all disturbed soils.
- b. Remove all tracking from paved surfaces near maintenance site, if applicable.
- c. Haul all debris or sediment removed from area to the landfill.

4. Documentation

- a. Keep log of actions performed including date and individuals involved.
- b. Record the amount of materials removed or imported.
- c. Keep any notes or comments of any problems, use photos as necessary