

STORMWATER MANAGEMENT PROGRAM

MUNICIPAL TYPE OPERATIONS

SOP For: Maintenance of Buildings, Facilities and Fixed Structures

SOP Prepared By: HAL BARRITT Date: 6/6/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: Establish procedures to reduce and eliminate the entry of pollutants into the storm sewer system.

Location of SOP: EHS WEBSITE

Standard Operating Procedures

- Maintain the storm drain system including ditches, inlets, culverts, channels, etc.
- Do not allow wastewater containing soap or chemicals to enter the storm drain.
- Do not over irrigate with sprinkler systems.
- If paving or applying, a sealant do not allow material to enter the storm drain system.
- All wastewater should be sent to the sanitary sewer.
- Discharges from chemical fire suppression systems should not be allowed to enter the storm sewer system.
- Discharges from certain line tests, fire pumps and hydrant flushing may be discharged to the storm sewer system under the following conditions.
 - No chemicals have been added.
 - Discharge water has not been used for another process such as washing, heat exchange or manufacturing.
 - Discharge does not cause erosion.
 - Discharge does not contain solids.
 - Discharge does not contain residual chlorine.
- Floor drains and elevator sump pumps must not enter the storm sewer system.
- Hydraulic fluid leaks from elevators or lifts must be repaired and cleaned upon discovery.
- Mop water and cleaning water should be disposed of by way of the sanitary sewer never by the storm drains.
- Materials should not be poured, transferred or handled outdoors near a storm drain.
- Use a ground cloth or secondary container for paint opening, mixing and tool cleaning.
- Enclose spray painting operations to minimize wind drift and overspray.
- Do not lean paintbrushes or tools near a storm drain.
- Promptly clean any spills of paints, cleaners, solvents or chemicals.

Training

- Employees should receive training regarding pollution prevention and stormwater management.

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MUNICIPAL TYPE OPERATIONS

SOP For: Street Sweepers

SOP Prepared By: HAL BARRETT Date: 6/2/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: To establish procedures for the operation and use of street sweepers.

Location of SOP: EHS WEBSITE

Standard Operating Procedures

- Sweepers should be operated according to manufacturer recommendations.
- Make sure baskets and hoses are functional prior to beginning route.
- Replace brushes according to manufacturer recommendations.
- Establish a schedule for street sweeping.
- Do not release wastewater into the storm sewer system.
- Clean out solid debris and manage them as solid waste.
- Always wash sweepers in an area designated for vehicle washing.

Training

- Employees should receive training regarding pollution prevention and stormwater management.

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MUNICIPAL TYPE OPERATIONS

SOP For: Outdoor Material Storage

SOP Prepared By: HAL BARRETT Date: 6/7/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: To establish stormwater pollution prevention procedures for outdoor material storage.

Location of SOP: EHS WEB SITE

Standard Operating Procedures

- If possible, materials stored outdoors should be stored under cover of a permanent structure.
- If a permanent cover is not feasible, materials should be covered with a tarp or similar waterproof durable covering when the material is not being actively worked.
- Storage areas must not be located adjacent to or within 50 feet of storm drain inlet or water conveyance.
- When covering storage piles is not feasible the storage area should be sloped to prevent runoff.
- Material handling areas should be cleaned at the end of loading activities to prevent spilled material from entering the storm sewer.
- Liquid materials must be stored with secondary containment to prevent unintended leaks or spills from entering the storm sewer system.

Training

- Employees should be trained regarding proper storage practices for each type of material stored outdoors and the principles of pollution prevention and stormwater management.

STORMWATER MANAGEMENT PROGRAM

MUNICIPAL TYPE OPERATIONS

SOP For: Vehicle Fueling

SOP Prepared By: HAL BARTRETT Date: 6/8/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: Establish procedures that will prevent fuel spills when fueling vehicles.

Location of SOP: EHS WEB SITE

Standard Operating Procedures

- Minimize drips to the ground surface as much as possible.
- When fuel spills occur immediately use dry cleanup methods.
- Regularly inspect fuel equipment and secondary containment for corrosion, leaks, and structural failure.
- Protect storm drains from fueling areas using berms, dikes and covers.
- Know the location of emergency shutoff mechanisms.
- Spill containment and cleanup supplies should be stored on site and available for use.
- Do not top off fuel tanks.
- Do not hose down a fuel spill.

Training

- Employees should receive training regarding pollution prevention and stormwater management.

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MUNICIPAL TYPE OPERATIONS

SOP For: Management of Pesticides, Herbicides and Fertilizers

SOP Prepared By: HAL BARRETT Date: 6/8/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: Minimize and prevent discharges of pesticides, herbicides and fertilizers into the storm sewer system.

Location of SOP: EHS WEB SITE

Standard Operating Procedures

- Manual and/or mechanical methods of weed and pest control shall be used whenever possible rather than chemical methods.
- When chemicals are required use the least toxic method to control pests or plants.
- When chemicals are utilized, use the most biodegradable product that will accomplish the desired results.
- When possible limit pesticide, and herbicide applications to the problem area only.
- Establish a 50 feet no spray zone around water features.
- Materials should be stored under cover, within a secondary containment and tightly sealed.
- All materials must be properly labeled.
- Containment should be utilized prior to a heavy rain that could cause runoff.
- Do not apply products during strong winds.
- Spills and leaks should be immediately cleaned using dry cleanup methods.
- Water should not be used to remediate spills.
- Sweep pavement or sidewalks where fertilizers or other solid products have fallen.
- Triple rinse all pesticide and herbicide containers prior to disposal and dispose of excess chemicals by contacting EHS.

Training

- Employees should be trained regarding handling, storage and use of pesticides, herbicides and fertilizers and the basic principles of pollution prevention and stormwater management.
- All personnel who apply pesticides or herbicides shall be trained regarding their specific use limitations.
- Safety data sheets will be maintained for all applicable material used and stored on site.
- Personnel shall review safety data sheets, which pertain to the products they are using.

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MUNICIPAL TYPE OPERATIONS

SOP For: Equipment Maintenance

SOP Prepared By: HAL BARRETT Date: 6/9/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: To establish equipment maintenance procedures which will prevent the introduction of fluids and waste materials into the storm sewer system.

Location of SOP: EHS WEB SITE

Standard Operating Procedures

- If possible, maintenance activities should be done indoors or under appropriate cover.
- A designated area should be established for equipment awaiting maintenance.
- The awaiting maintenance area should be located away from storm drain inlets and conveyances.
- Drip pans or secondary containment should be placed under leaking equipment.
- Fluids shall be closed and properly stored when not in use.
- Waste oil and other waste fluids shall be covered, contained in tightly closed containers and properly labeled.
- Spills and leaks should be cleaned immediately using dry methods.
- Parts shall only be washed in designated areas such as a parts washer.
- Wash water must be collected and not discharged.
- Clean parts without using solvents when possible.

Training

- Employees should receive training regarding pollution prevention and stormwater management.

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MUNICIPAL TYPE OPERATIONS

SOP For: Landscaping and Ground Maintenance

SOP Prepared By: HAL BARRETT Date: 6/12/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: To establish stormwater pollution prevention procedures for landscaping and grounds maintenance which will prevent the addition of pollutants into the sewer system as a result of these activities.

Location of SOP: EHS WEB SITE

Standard Operating Procedures

- Vegetation should be periodically managed to minimize the amount of waste or debris generated at one time.
- Removed vegetation should be disposed of at least daily.
- Avoid disturbing underlying soil when removing vegetation if possible.
- If soil is disturbed when removing vegetation, assess the area for the need for erosion and sediment control.
- Use mulch or other appropriate erosion control measures on exposed soils.
- If possible, mow when the area is dry.
- Inspect sidewalks, streets and other hard surface areas for grass clippings following mowing or trimming. If clippings have been dispersed, use a blower to collect and remove them.
- Grass chippings should be mulched in placed whenever possible.
- Equipment should be periodically cleaned to prevent the buildup of material that could become dislodged and enter the storm sewer system.
- Pesticide and herbicide application should only be done by trained knowledgeable personnel.
- Pesticide and herbicide use should be limited as much as possible
- Timers should be used with sprinklers to minimize runoff.
- Inspect the irrigation system periodically to ensure the right amount of water is being used, excessive runoff is not occurring and to ensure proper function.
- Clean up minor fuel drips and leaks immediately.

Training

- Employees shall be trained on proper preventative practices for landscaping and grounds maintenance and handling of waste materials.
- Employees shall be trained on the principles of pollution prevention and stormwater management.

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MUNICIPAL TYPE OPERATIONS

SOP For: Vehicle Maintenance

SOP Prepared By: HAL BARRETT Date: 6/12/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: Provide procedures that minimize the potential for the release of pollutants into the storm sewer system.

Location of SOP: EHS WEB SITE

Standard Operating Procedures

- Move leaking vehicles indoors or under cover.
- Use drip pans for leaking vehicles.
- Clean parts in the appropriate parts washer.
- Clean all spills and leaks promptly with dry methods.
- Maintain separators according to manufacturer recommendations.
- Develop a routine maintenance schedule for all vehicles.
- Inspect vehicle parking areas regularly for spills, trash and debris.
- Keep all work areas clean and organized.
- All containers should be closed when not in use and clearly labeled.
- Drain fluids from leaking or wrecked vehicles as soon as possible.
- Do not mix waste fluids unless approved to do so.

Training

- Employees should receive training regarding pollution prevention and stormwater management.

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MUNICIPAL TYPE OPERATIONS

SOP For: Vehicle Washing

SOP Prepared By: HAL BARRETT Date: 6/12/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: Establish vehicle washing procedures that will support the Stormwater Management Program.

Location of SOP: EHS WEBSITE

Standard Operating Procedures

- Vehicles should only be washed in designated areas.
- Wash areas shall be clearly marked.
- Plumbing, separators and racks shall be regularly maintained.
- Spills and leaks of vehicle fluids and chemicals shall be cleaned as soon as discovered and not allowed to enter the drain System.

Training

- Employees should receive training regarding pollution prevention and stormwater management.

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MUNICIPAL TYPE OPERATIONS

SOP For: Underground Storage Tanks

SOP Prepared By: HAL BARRITT Date: 6/12/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: Establish procedures for underground storage tanks (USTs) that will help to prevent the entry of pollutants into the storm sewer system.

Location of SOP: EHS WEBSITE

Standard Operating Procedures

- USTs should be equipped with an automatic leak detection and inventory system.
- Overfill protection devices shall be in place.
- If applicable corrosion protection shall be installed on the tank and piping.
- Only permitted haulers shall attempt to fill a UST with product.
- There shall be a Class A and B certified operator for each UST.
- Any leaks or spills must be remediated as soon as discovered.
- A UST response plan shall be developed and in place.

Training

- Appropriate personnel shall receive UST operator training.
- Employees should receive training regarding the principles of pollution prevention and stormwater management.

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SOP For: Bulk Liquid Storage

SOP Prepared By: HAL BARRETT Date: 6/12/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: Development of management procedures for storage of bulk liquids designed to prevent pollutants from entering the storm sewer system.

Location of SOP: EHS WEBSITE

Standard Operating Procedures

- The contents of a bulk liquid storage vessel should be clearly marked.
- Above ground, storage tanks (ASTs) should have secondary containment.
- All ASTs should be inspected quarterly for integrity, leaks, damage, etc.
- If secondary containment is equipped with drain valves, they should be in the closed position at all times.
- Any spills, leaks or discharges must be cleaned immediately.
- Bollards should be provided to prevent damage by vehicles.
- Storage vessels should not be located within 50 feet of a storm drain inlet.

Training

- All applicable employees should be trained regarding AST management.
- Employees should receive training regarding the principals of pollution prevention and stormwater management.

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SOP For: Fuel and Oil Handling

SOP Prepared By: HAL BARRETT Date: 6/14/17

SOOP Review and Update: ANNUALLY

Purpose of SOP: To establish clear methods for handling fuel and oil to prevent their entry into the storm sewer system.

Location of SOP: EHS WEB SITE

Standard Operating Procedures

- There is no smoking or open flame while fuel is being handled or managed.
- No flammable liquid shall be transferred while the engine is running unless the vehicle engine is required for pump operation.
- Spills or leaks must be immediately addressed, absorbed with dry material and disposed of properly.
- If bulk deliveries are received, spill cleanup supplies shall be on hand.
- Bulk delivery drivers must remain at the truck during the entire delivery process.
- Drums shall be unloaded and handled carefully to prevent damage.
- Following unloading drums, drums shall be inspected for damage and leaks.
- Damaged drums shall not be accepted for use and any leaks or spills immediately remediated.
- Waste oil vendors must be permitted in order to pick up, haul and recycle waste oil.
- The facility representative shall collect a receipt from the waste oil hauler.

Training

- Employees should receive training regarding pollution prevention and stormwater management.