

## **Landscape Maintenance SOP:**

### **General Information:**

This SOP may not include all necessary procedures needed to control and contain potential pollutants on the property. It is the responsibility of the property owner/operator to add to this SOP as they see fit to better control and contain pollutants on the property. If any of the following landscaping operations (found in the procedures section of this SOP) apply to your site, you are required to follow all listed procedures for that operation.

### **1. Purpose:**

The purpose of a Landscape Maintenance SOP is to control and contain the potential pollutants caused by landscape maintenance operations. Landscape maintenance operations could include, but is not limited to, any of the following:

Mowing and vegetation removal, seasonal leaf/plant removal, use of pesticides, herbicides and fertilizers, watering/irrigation, and other landscape projects/maintenance.

During landscape maintenance operations organic materials, herbicides, pesticides, and fertilizers that are left behind or improperly applied are potential sources of pollution. These pollutants could be carried by runoff if they are not cleaned up as part of the regular maintenance operations. This SOP is in place to help control and prevent pollutants from entering the stormwater system and the receiving water bodies.

### **2. Procedures:**

When landscape maintenance services are contracted out, this written procedure **will** be provided to the contractor **prior** to operation so that they are aware of and have access to the proper operational procedures for this property.

- **Mowing & Vegetation Removal:**
  - Mulch-mow grasses when possible.
  - Sweep grass clippings and other vegetation debris from impervious surfaces back on to grassy areas.
  - Use seeding, planting, sodding, mats, and mulching to control soil erosion.
  - Grass clippings and organic wastes are to be disposed of in the proper waste receptacle or at a disposal facility that accepts green waste.
  - Use dry cleanup methods for grass clippings and organic wastes. Water is never to be used.
  - Never place grass clippings and/or organic wastes into storm drains, ditches, or surface water bodies.
- **Seasonal Leaf/Plant Removal:**
  - Leaves and other vegetation that die and fall to the ground (this includes the flowers, petals, seeds, cones, cottony materials, etc. that form on trees and other vegetation)



are to be collected and disposed of in the proper waste receptacle or at a disposal facility that accepts green waste.

- These materials are NOT to be blown onto streets or other impervious surfaces.
- Use of Pesticides, Herbicides & Fertilizers:
  - Keep pesticide and fertilizer application equipment maintained and calibrated to ensure correct application rates.
  - Follow the manufacturers' guidelines for mixing, handling, applying, storing, and disposal of all pesticides, herbicides, and fertilizers.
  - Keep/maintain the labels on all material containers.
  - Only mix the amount of materials needed for the job.
  - Do not apply during or before expected heavy precipitation.
  - Do not broadcast spray pesticides. Identify needed areas and apply only where needed.
  - When possible use granular materials.
  - If materials have fallen on to impervious surfaces, sweep them back into landscaped areas or collect and dispose of them appropriately.
  - Storage of materials shall follow the "Storage for Maintenance Operations" section of the *Inventory and Equipment Storage SOP* in conjunction with the manufacturers' guidelines.
- Watering/Irrigation:
  - Sprinklers shall be adjusted so that the amount of water falling onto impervious surfaces is minimized.
  - Deficient/faulty irrigation equipment must be repaired immediately.
  - Automated timing controls must be a part of and used with irrigation equipment.
  - Make sure water is applied evenly and at the correct ratios, so that it doesn't exceed the soil infiltration rates and run-off onto impervious surfaces.
- Other Landscape Projects/Maintenance:
  - The landscaping on the property was designed to improve water quality and minimize runoff. To change aspects of the site landscaping, approval from the city stormwater staff must be obtained in writing, prior to any change in landscaping. If landscape is changed without approval from the city stormwater staff, you may be required to return the site back to its originally approved landscaping plan.
  - Storage of materials, tools, and machines needed for projects and maintenance shall follow the "Storage for Projects & Maintenance Operations" section of the *Inventory and Equipment Storage SOP* in conjunction with the manufacturers' guidelines.
- Inspections
  - A formal inspection shall be conducted on the Landscaping and Irrigation System Semi-Annually (in the spring and fall) to ensure proper function of the irrigation system and of all landscape BMP's.
  - Visual site inspections shall occur weekly on the property's landscaped areas to ensure the site is in compliance with this SOP. Inspector shall also look for trash and debris in the landscaped areas and if found dispose of it in the proper on-site waste dumpster/receptacle.

### 3. Training, Spills and Documentation:

- a. Training of Landscape Maintenance Operations shall follow the *Stormwater Staff Training SOP*.



- b. If a spill occurs during Landscape Maintenance Operations the *Spill and Emergency Response SOP* is to be followed immediately.
- c. Documentation of formal training, spills, formal inspections and maintenance activities in relation to formal inspections, must be kept on file and made available to the city and any other regulatory authority upon request.



## **Waste Management SOP:**

### **General Information:**

This SOP may not include all necessary procedures needed to control and contain potential pollutants on the property. It is the responsibility of the property owner/operator to add to this SOP as they see fit to better control and contain pollutants on the property. If any of the following waste management operations/devices (found in the procedures section of this SOP) apply to your site, you are required to follow all listed procedures for that operation.

### **1. Purpose:**

The purpose of a Waste Management SOP is to control and contain the potential pollutants caused by waste management operations. Waste management operations/devices could include, but is not limited to, any of the following:

Trash & recycling dumpsters/receptacles, parking lot trash receptacles, and hazardous waste.

When maintained these controls will reduce the weather exposure to waste materials minimizing the potential for pollutants that can be carried by runoff or wind. Good waste management systems, if not managed properly, can end up being the source of the very pollution that they were intended to control. Inspecting and maintaining the waste management operations/devices, are essential to an effective waste management operation.

### **2. Procedures:**

When Waste Management services are contracted out, this written procedure **will** be provided to the contractor **prior** to operation so that they are aware of and have access to the proper operational procedures for this property.

- Trash & recycling dumpsters/receptacles, parking lot trash receptacles:
  - Dumpsters/Receptacles are to be water tight and have lids.
  - Dumpsters and receptacles shall be labeled properly so as to distinguish what types of wastes they hold.
  - Dumpster and receptacle lids are to remain closed when not in use.
  - Dumpsters and receptacles are to be placed on an impervious surface that flows into landscaping.
  - Defective or leaking dumpsters/receptacles are to be repaired or replaced immediately.
  - Areas surrounding dumpsters/receptacles are to remain free of trash and debris at all times. If trash or debris is found it is to be placed in the proper waste dumpster/receptacle.
  - Empty dumpsters/receptacles regularly to avoid overflow.
  - If dumpster/receptacle requires cleaning all wash waters are to be collected and disposed of properly at a facility that accepts those wash waters. It is never to be disposed of on-site.



- Hazardous Waste:
  - Disposal of all hazardous material is to be handled following the manufacturer guidelines, in accordance with all applicable local, state, and federal laws and regulations.
  - Hazardous waste is never to be disposed of on-site. It needs to be disposed of at a facility that can handle that waste.
- Inspections
  - Visual site inspections shall occur weekly on the property's waste management areas to ensure the site is in compliance with this SOP. Inspector shall also look for trash and debris on the entire property and if found dispose of it in the proper on-site waste dumpster/receptacle.
  - A formal inspection shall be conducted on all dumpsters and receptacles Semi-Annually (in the spring and fall) to ensure all dumpsters and receptacles are in proper working order, sized correctly and meeting the requirements of this SOP.

### 3. Training, Spills and Documentation

- a. Training of On-Site Waste Management Operations shall follow the *Stormwater Staff Training SOP*.
- b. If a spill occurs due to the On-Site Waste Management Operations the *Spill and Emergency Response SOP* is to be followed immediately.
- c. Documentation of formal training, spills, formal inspections and maintenance activities in relation to formal inspections, must be kept on file and made available to the city and any other regulatory authority upon request.



## **Parking and Other Paved Areas SOP:**

### **General Information:**

This SOP may not include all necessary procedures needed to control and contain potential pollutants on the property. It is the responsibility of the property owner/operator to add to this SOP as they see fit to better control and contain pollutants on the property. If any of the following parking and other paved area operations (found in the procedures section of this SOP) apply to your site, you are required to follow all listed procedures for that operation.

### **1. Purpose:**

The purpose of a Parking and Other Paved Areas SOP is to control and contain the potential pollutants caused by parking and other paved areas and their maintenance operations. Parking and other paved area maintenance operations could include, but is not limited to, any of the following:

Parking lot sweeping, snow and ice removal, and surface maintenance.

Pollutants that collect on parking and other paved areas from regular day to day operations and how they are dealt with can be a significant source of pollution. The parking and other paved areas must be maintained regularly to minimize the accumulation of pollutants that could be washed into the stormwater system by a storm.

### **2. Procedures:**

When Parking and Other Paved Areas services are contracted out, this written procedure **will** be provided to the contractor **prior** to operation so that they are aware of and have access to the proper operational procedures for this property.

- Parking and Other Paved Areas General
  - Never use water to clean the parking and other paved areas.
  - If it is absolutely necessary to use water to clean an area of the parking and other paved areas (it will never be necessary to clean the entirety of all parking and other paved areas with water), all BMP's must have protection installed and all wash waters must be collected and disposed of at a facility that accepts those wash waters.
  - If trash and/or debris is found on the parking and other paved areas it is to be picked up and disposed of in the proper on-site waste dumpster/receptacle.
  - If storage of materials, stock piles, tools, and/or machines needed for any projects and/or maintenance is to occur on any parking or other paved area, the "Storage for Projects & Maintenance Operations" section of the *Inventory and Equipment Storage SOP* is to be followed in conjunction with the manufacturers' guidelines for product storage.
- Sweeping
  - Establish a regular sweeping schedule and amend schedule if areas of sediment and/or debris buildup are noticed.
  - Sweeper hoppers are to be emptied at a facility that accepts swept up material.



- Parking and other paved areas are to be swept after any storage activities that occur on these areas.
- Snow and Ice Removal
  - If de-icing materials are to be stored on-site for snow and ice removal, the “Storage for Projects & Maintenance Operations” section of the *Inventory and Equipment Storage SOP* shall be followed in conjunction with the manufacturers’ guidelines for product storage.
  - Avoid piling snow near storm drain inlets and other BMP’s. Snow should be piled in landscaped areas when possible.
- Surface Maintenance
  - Any surface maintenance activities that occur on site will require that all applicable stormwater BMP’s be protected from the potential pollutants caused from that maintenance activity.
  - Surface maintenance activities shall be planned for and carried out on anticipated dry days.
  - The parking and other paved areas on the property were designed with stormwater in mind. Any change to the sites parking and other paved areas require approval from the city stormwater staff. It must be obtained in writing prior to any change. If the parking or other paved areas are changed without approval from the city stormwater staff, you may be required to return the site back to its originally approved parking and other paved area plans.
- Inspections
  - A formal inspection shall be conducted annually on the parking and other paved areas looking for areas that need maintenance and to ensure proper function of all parking and other paved area BMP’s.
  - Visual site inspections shall occur weekly on the property’s parking and other paved areas to ensure the site is in compliance with this SOP.
  - Visually inspect the parking and other paved areas after large storm events, snow melt, outdoor events, and after it’s been used for any type of storage.

### 3. Training, Spills and Documentation

- a. Training of Parking and Other Paved Areas Operations shall follow the *Stormwater Staff Training SOP*.
- b. If a spill occurs during Parking and Other Paved Areas Maintenance Operations the *Spill and Emergency Response SOP* is to be followed immediately.
- c. Documentation of formal training, spills, formal inspections and maintenance activities in relation to formal inspections, must be kept on file and made available to the city and any other regulatory authority upon request.



## **Inventory and Equipment Storage SOP:**

### **General Information:**

This SOP may not include all necessary procedures needed to control and contain potential pollutants on the property. It is the responsibility of the property owner/operator to add to this SOP as they see fit to better control and contain pollutants on the property. If any of the following inventory and equipment storage operations (found in the procedures section of this SOP) apply to your site, you are required to follow all listed procedures for that operation.

### **1. Purpose:**

The purpose of an Inventory and Equipment Storage SOP is to control and contain the potential pollutants caused by inventory and equipment storage operations. Inventory and equipment storage operations could include, but is not limited to, any of the following:

Equipment Storage, Inventory Storage, and Storage for Projects & Maintenance Operations.

Inventory and equipment stored outside could potentially spill, leak or have pollutants washed away by a storm. This SOP is in place to help control and prevent pollutants from entering the stormwater system and the receiving water bodies.

### **2. Procedures**

When services are contracted out, that require any type of inventory and equipment storage, this written procedure **will** be provided to the contractor **prior** to operation so that they are aware of and have access to the proper operational procedures for this property.

- Equipment Storage
  - Provide a spill kit near equipment storage areas.
  - Any vehicles/equipment that are known to or found to have leaks will have a drip pan placed underneath them to catch any potential leaks or spills.
  - Vehicles/equipment that are known to or found to have leaks shall be repaired as soon as possible.
  - When the drip pans are  $\frac{3}{4}$  full or the vehicle is removed from the lot, drip pan contents shall be collected and disposed of at a facility that can properly dispose of those contents. It is never to be emptied or dumped on site.
  - If possible store equipment under cover or indoors.
- Inventory Storage
  - Store containers indoors where possible. Containers stored outdoors should be placed under a roof, tarp or other covering, or in a shed.
  - Keep all containers closed unless adding or removing material.
  - Dry materials and stockpiles stored outdoors shall be covered and have perimeter barriers in place.





- Place all containers on a plastic pallet or other device that elevates them off the ground or pavement and provides secondary containment equal to or greater than the largest container size to prevent contact with stormwater.
- Containers shall be placed as far from storm drain inlets as possible.
- Provide a spill kit near inventory storage areas.
- Any containers found to be leaking or defective shall be replaced immediately or the entire defective container shall be placed in a larger, leak-tight container.
- Do not drain accumulated water from secondary containment structures.
- Storage for Projects & Maintenance Operations
  - Storage of materials and equipment for projects and maintenance operations shall follow the “Equipment Storage” & “Inventory Storage” sections of this SOP.
- Inspections
  - A formal inspection shall be conducted annually on the Inventory and Equipment Storage areas looking for areas that need maintenance and to ensure proper function of all containment.
  - Visual site inspections shall occur weekly on the property’s inventory and equipment storage areas to ensure the site is in compliance with this SOP and all containers/containment are functioning as designed.
  - Visually inspect the inventory and equipment storage areas after large storm events, snow melt, outdoor events, and after it’s been used for any type of storage.

### 3. Training, Spills and Documentation

- a. Training of Inventory and Equipment Storage Operations shall follow the *Stormwater Staff Training SOP*.
- b. If a spill occurs due to Inventory and Equipment Storage Operations the *Spill and Emergency Response SOP* is to be followed immediately.
- c. Documentation of formal training, spills, formal inspections and maintenance activities in relation to formal inspections, must be kept on file and made available to the city and any other regulatory authority upon request.



## **Stormwater System SOP:**

### **General Information:**

This SOP may not include all necessary procedures needed to control and contain potential pollutants on the property. It is the responsibility of the property owner/operator to add to this SOP as they see fit to better control and contain pollutants on the property. If any of the following Stormwater System operations/devices (found in the procedures section of this SOP) apply to your site, you are required to follow all listed procedures for that operation.

### **1. Purpose:**

The purpose of a Stormwater System SOP is to control and contain the potential pollutants caused by the stormwater system and its operations. Stormwater system operations/devices could include, but is not limited to, any of the following:

Sumps, Pipes, Pre-treatment Manholes, Retention/Detention Ponds, Swales, Roof Drains, Curb Cuts, Underground Storage, Landscaping, Inlets, Etc.

The storm water system must be maintained regularly to remove the accumulated pollutants before they will be flushed through the system during the high-flow events.

### **2. Procedures:**

When Stormwater System services are contracted out, this written procedure **will** be provided to the contractor **prior** to operation so that they are aware of and have access to the proper operational procedures for this property.

- Sumps
  - Require a formal Semi-Annual inspection schedule.
  - Need maintained if visual evidence of pollutants are detected, it has cracks, breaks or the capacity/depth of the sump is reduced to 8' or less from the surface. (See "Stormwater BMP Drawings: C.M.P. or Concrete Sump" for clarification)
- Pipes
  - Require a formal Annual inspection schedule.
  - Need maintained if visual evidence of pollutants are detected, it has cracks, breaks or pipe capacity is reduced by 10%.
- Pretreatment Catch Basins
  - Require a formal Semi-Annual inspection schedule.
  - Need maintained if visual evidence of pollutants are detected, it has cracks, breaks or the entrapment depth has been reduced by 1/3 or 33%. (See "Stormwater BMP Drawings: Pretreatment Catch Basin" for clarification)
- Swales, Retention/Detention Ponds
  - Require a formal Quarterly inspection schedule.



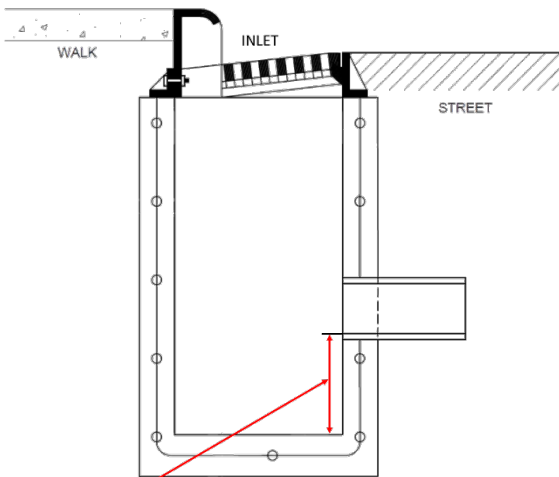
- Need maintained if visual evidence of pollutants are detected or the storage capacity is reduced by 10%.
- Roof Drains
  - Require a formal Annual inspection schedule.
  - Roof drains are to be inspected to insure that the drains are in place and flowing as per the city approved site plan.
- Curb Cuts
  - Require a formal Annual inspection schedule.
  - Need maintained when flow is impeded.
- Underground Storage
  - Require a formal Semi-Annual inspection schedule.
  - Need maintained if visual evidence of pollutants are detected, it has cracks, breaks or the storage capacity is reduced by 10%.
- Landscape
  - Landscaping can be part of the stormwater system, if changes are to be made to landscaping, approval from the city stormwater staff is required.
  - For maintenance of landscaping follow the Landscape Maintenance SOP.
- Inlets/Standard Catch Basins
  - Require a formal Semi-Annual inspection schedule.
  - Need maintained if visual evidence of pollutants are detected, it has cracks, breaks or the entrapment depth has been reduced by 1/3 or 33%. (See “Stormwater BMP Drawings: Inlet/Standard Catch Basin” for clarification)
- Maintenance
  - When cleaning any BMP’s, dispose of all sediment, debris, trash, and any other collected pollutants at a facility that accepts the collected materials.
  - Use vacuum truck when necessary to collect built up pollutants.
  - Protect outlets prior to flushing/cleaning.
  - When stormwater BMP’s require repair or replacement be sure to follow all SOP’s that apply to that installation or repair. (Examples: disposal of old bmp/materials, stockpiles and storage of new materials, equipment storage, etc.)

### 3. Training, Spills and Documentation

- a. Training of Stormwater System Operations shall follow the *Stormwater Staff Training SOP*.
- b. If a spill occurs during Stormwater System Maintenance Operations the *Spill and Emergency Response SOP* is to be followed immediately.
- c. Documentation of formal training, spills, formal inspections and maintenance activities in relation to formal inspections, must be kept on file and made available to the city and any other regulatory authority upon request.

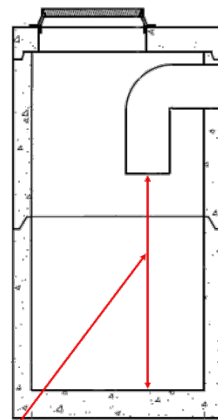


## Stormwater BMP Drawings



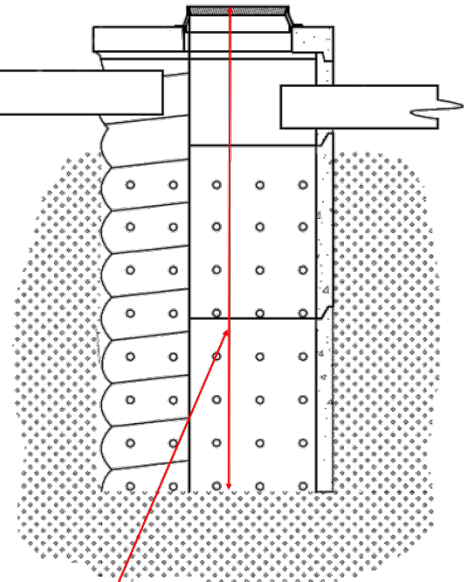
Inlet/Standard Catch Basin

The distance shown is the entrapment depth for an inlet/standard catch basin. When that depth has been reduced by 1/3 or 33% this BMP requires maintenance to bring back to full capacity.



Pretreatment Catch Basin

The distance shown is the entrapment depth for a pretreatment catch basin. When that depth has been reduced by 1/3 or 33% this BMP requires maintenance to bring back to full capacity.



C.M.P. or Concrete Sump

The distance shown is the total sump capacity/depth. When that capacity/depth is reduced to 8' or less (measure from surface down) this BMP requires maintenance to bring back to full capacity.

## **Building Maintenance SOP:**

### General Information:

This SOP may not include all necessary procedures needed to control and contain potential pollutants on the property. It is the responsibility of the property owner/operator to add to this SOP as they see fit to better control and contain pollutants on the property. If any of the following building maintenance operations (found in the procedures section of this SOP) apply to your site, you are required to follow all listed procedures for that operation.

### 1. Purpose:

The purpose of a Building Maintenance SOP is to control and contain the potential pollutants caused by building maintenance operations. Building maintenance operations could include, but is not limited to, any of the following:

Janitorial Work, Painting/Staining, Sandblasting, and Pressure Washing.

Many building maintenance operations produce potential sources of pollution. These pollutants could be carried by runoff if they are not handled properly. This SOP is in place to help control and prevent pollutants from entering the stormwater system and the receiving water bodies.

### 2. Procedures:

-When Building Maintenance services are contracted out, this written procedure **will** be provided to the contractor **prior** to operation so that they are aware of and have access to the proper operational procedures for this property.

- General Building Maintenance:
  - Buildings, facilities, and fixed structures should be checked frequently for damage or other maintenance needs.
  - If maintenance is occurring outdoors, all applicable storm drain structures and inlets need to be protected. Any liquid materials used need to be collected and disposed of at a facility that accepts those collected liquids. Dry materials need to be collected and disposed of in the proper waste container/receptacle or at a facility that accepts those collected materials. Any other SOP that applies to the maintenance being performed shall be followed.
- Janitorial Practices
  - Do not dump mop water or cleaning wastewater into parking lot or storm drain.
  - Dispose of all waste waters into indoor drains/sanitary sewer system.
  - Contain waste water from equipment cleaning and discharge to sanitary sewer.
  - Do not pour, transfer or dispose of any material outdoors or near a storm drain.
- Painting and Staining
  - Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of all wastes.



- Clean paintbrushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied to the sanitary sewer. Never clean tools outside or over storm drains.
- Brushes and tools used for oil-based paints, finishes, thinners, solvents or other materials must be cleaned in a tub or container and the wastes must be disposed of or recycled at an approved hazardous waste facility.
- Never put paints, stains, thinners, solvents, other materials used in the painting and staining process, or wash waters in storm drains.
- Sandblasting
  - Place a tarp or cloth beneath the work area to capture blasted materials and surface particles.
  - Do not sandblast during windy conditions.
  - Clean work area frequently.
  - Dispose of collected material in the appropriate waste container/receptacle or at a facility that accepts those collected materials.
- Pressure Washing
  - Dry clean surface and surrounding areas prior to pressure washing.
  - Block or cover all storm drains that could receive wash waters.
  - If no chemicals or detergents are used and wash waters are not contaminated by other pollutants, water may be discharged to landscaping or vegetated areas as long as it is absorbed or pooled and does not flow into storm drains.
  - All other wash waters must be collected and disposed of at a facility that accepts those wash waters.
  - Use absorbent pads or booms if any sheen is visible on discharged waters.
  - Spot clean areas or use dry cleaning methods where possible. Avoid pressure washing an entire building.

### 3. Training, Spills and Documentation

- a. Training of Building Maintenance Operations shall follow the *Stormwater Staff Training SOP*.
- b. If a spill occurs during Building Maintenance Operations the *Spill and Emergency Response SOP* is to be followed immediately.
- c. Documentation of formal training, spills, formal inspections and maintenance activities in relation to formal inspections, must be kept on file and made available to the city and any other regulatory authority upon request.



## **Spill and Emergency Response SOP:**

### **General Information:**

This SOP may not include all necessary procedures needed to control and contain potential pollutants on the property. It is the responsibility of the property owner/operator to add to this SOP as they see fit to better control and contain pollutants on the property. If any of the following spill and emergency response operations (found in the procedures section of this SOP) apply to your site, you are required to follow all listed procedures for that operation.

### **1. Purpose:**

The purpose of a Spill and Emergency Response SOP is to control and contain the potential pollutants caused by spills. Spill and emergency response operations could include, but is not limited to, any of the following:

General Spill & Emergency Response, Dry Material Spill Cleanup & Liquid Material Spill Cleanup.

Many activities that occur on almost any site or facility carry the potential of accidental leaks and spills. If spills are not cleaned up and controlled properly, the spilled material could enter the stormwater system and affect receiving water bodies. This SOP is in place to help control and prevent pollutants from entering the stormwater system and the receiving water bodies.

### **2. Procedures**

- **General Spill & Emergency Response**
  - Report spills or leaks to supervisory personnel immediately upon discovery. If spilled or leaking material is hazardous in nature, or in large quantities, specially trained personnel may be required for cleanup.
  - Clean up spills immediately and completely. Spill wastes can be spread by traffic (foot or vehicular), wind, and rain and may pose a safety hazard. Monitor or mark off spill areas that cannot be immediately cleaned up.
  - Only use dry cleanup methods. Do not wash or spray down spills and/or leaks.
  - Spills that cause a sheen on nearby surface waters must be reported to the State Water Quality division (801-536-4300).
  - Notify the local fire department or State Water Quality division (801-536-4300), as well as the city (801-229-7577), if any spills or leaks leave the limits of the facility or enter storm drains or other surface waters.
  - For any hazardous leaks or spills that cannot be cleaned up or contained immediately, contact police dispatch (801-229-7070), if necessary dial 911.
  - All Spills must be documented, including the date of spill, material spilled, as well as the date and method of cleanup.
- **Dry Material Spill Cleanup**
  - Dry material spills are to be swept up and collected.



- Dry material spills are to be stored (following the Inventory and Equipment storage SOP), used (if still usable), or disposed of in the proper waste container/receptacle or at a facility that accepts those materials.
- Liquid Material Spill Cleanup
  - For non-hazardous liquids, spread absorbents on the spill, sweep and collect the absorbent materials (after the liquids have been absorbed) and dispose of those materials in the proper waste container/receptacle.
  - If spill residue remains, mop the area and dispose of mop water in landscaped area.
  - Flowing spills or leaks must be contained before attempting clean-up procedures. Place absorbent socks or other containment in the path of the spill and around all potentially affected storm drain inlets.
  - Contact police dispatch (801-229-7070) for hazardous material spills.

### 3. Training, Spills and Documentation

- a. Training of Spill and Emergency Response Operations shall follow the *Stormwater Staff Training SOP*.
- b. Documentation of formal training, spills, and spill clean-up, must be kept on file and made available to the city and any other regulatory authority upon request.





## **Stormwater Staff Training SOP:**

### **General Information:**

This SOP may not include all necessary training procedures needed to control and contain potential pollutants on the property. It is the responsibility of the property owner/operator to add to this SOP and LTSWMP as they see fit to better control and contain pollutants on the property.

### **1. Purpose:**

The purpose of a Stormwater Staff Training SOP is to ensure that staff members in charge of compliance to the LTSWMP have been trained properly and know how to handle, control and contain the potential pollutants on this site/property.

### **2. Procedures:**

1.) You, the site/property owner, is responsible for ensuring that all activities on the site comply with the requirements of this Long-Term Stormwater Management Plan. You are not required to provide or document formal training for subcontractors or other outside service providers, but you must ensure that such personnel understand any requirements of this LTSWMP that may be affected by the work they are subcontracted to perform.

2.) Each member of your team in charge of compliance to the long-term stormwater management plan must be formally trained to understand the following:

- The deadlines associated with inspection, maintenance, and reporting of stormwater controls and reports related to the long-term stormwater management plan;
- The location of all stormwater controls on the site and how they are to be maintained;
- The proper procedures (SOP's) to follow contained within this long-term stormwater management plan; and
- When and how to conduct inspections, record applicable findings, and take corrective actions.

3.) You are required to document formal training of your team. Each member of your team is required to receive training upon hire and annually thereafter. The documentation of this training shall be submitted with the annual inspection report provided to the city, and should include the names of each team member with the date they received the training and their signature.

