

PIPE CLEANING FOR STORMWATER AND WASTEWATER CONVEYANCE SYSTEMS

Responsibility:

City Engineer
458-233-6300

STORMWATER ROUTINE INSPECTION AND CLEANING

This Standard Operating Procedure (SOP) provides guidance to prevent or reduce the discharge of pollutants to waterways from cleaning of stormwater systems and jetting of wastewater systems. The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure that stormwater and wastewater pipe cleaning and maintenance is conducted in manner that protects surface water and stormwater runoff.

STORMWATER ROUTINE CLEANING

- Inspect and clean as necessary, storm drain facilities including catch basins, inlets, pipes, culverts, and ditches.
- When cleaning storm drain inlets and lines, remove the maximum amount of material at the nearest access point to minimize the potential for discharges to watercourses.
- When cleaning culverts, collect the material removed from the culvert and properly dispose of it. Do not leave removed material at the site.
- Inspections and needed cleaning will preferably occur prior to the wet season (October 1st through April 30th).

RECORD KEEPING

1. Record the date each facility was cleaned.
2. Report the amount of material removed when cleaning storm drainage facilities.
3. Document and track areas where spills were reported and coordinate with the City's illicit discharge control staff.
4. As needed, identify target areas for:
 - a) More frequent cleaning throughout the year or just prior to the wet season; and
 - b) Distribution of public education materials to discourage illegal dumping.

For open channels and other natural watercourses, additional permits and approvals may be necessary to obtain for maintenance activities prior to the start of work. These permits could include a Clean Water Act Section 404 Permit from the Army Corps of Engineers or a Removal-Fill Permit from the Oregon Department of State Lands for impacts to wetlands and waterways.

WASTEWATER ROUTINE MAINTENANCE ACTIVITIES

The City of Millersburg entered into an Intergovernmental Agreement (IGA) with the City of Albany to treat wastewater discharges at the Albany-Millersburg Water Reclamation Facility (AM-WRF), which is jointly owned by the two municipalities. Management of the AM-WRF is the responsibility of the City of Albany.

The City of Millersburg also entered into an IGA with the City of Albany for operation and maintenance of the wastewater collection system within the City of Millersburg. Through this IGA, wastewater system maintenance is conducted by the City of Albany who is responsible for any spills or sanitary sewer overflows from that system.

CULVERT CLEANING IN ROADSIDE DITCHES

Responsibility:

Maintenance
Supervisor
458-233-6300

CULVERT CLEANING IN ROADSIDE DITCHES

This Standard Operating Procedure (SOP) provides guidance to prevent or reduce the discharge of pollutants to stormwater from culvert cleaning operations and properly manage stormwater flow through culvert systems. The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure that culvert cleaning is conducted in a manner that protects surface water and stormwater runoff.

- Inspect and clean as necessary roadside ditches and culverts that require maintenance in the City’s right of way
- Check to ensure culvert pipes have not eroded and require replacement.
- When cleaning culverts, collect the material removed from the culvert and properly dispose of it. Do not leave removed material at the site.
- Inspections and needed cleaning will preferably occur prior to wet weather (October 1st through April 30th).
- If cleaning must be conducted during wet weather, employ a BMP down gradient from the cleaning operation to collect sediment or debris that may be carried offsite from stormwater runoff.
- For private culverts, notify landowner of the need to clean the culvert using the notification procedures outlined in the City’s Title 12 - Surface Water, Millersburg Municipal Code Chapter 12.80.

RECORD KEEPING

1. Record the date each culvert was cleaned.
2. Report the amount of material removed when cleaning culverts.
3. Document and track areas where spills were reported and coordinate with the City's illicit discharge control staff.
4. As needed, identify target areas for:
 - a) More frequent cleaning throughout the year or just prior to the wet season; and
 - b) Distribution of public education materials to discourage illegal dumping.

For open channels and other natural watercourses, additional permits and approvals may be necessary to obtain for maintenance activities prior to the start of work. These permits could include a Clean Water Act Section 404 Permit from the Army Corps of Engineers or a Removal-Fill Permit from the Oregon Department of State Lands for impacts to wetlands and waterways.

DITCH MAINTENANCE

Responsibility:

Maintenance
Supervisor
458-233-6300

DITCH MAINTENANCE

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants from ditch maintenance operations and properly manage stormwater flow through ditch systems. Implementation of the procedures in this document allow for ditch maintenance with protections to surface waters.

- Inspect and maintain ditches that are used to carry stormwater in the City’s right of way or on public land.
- Inspections and needed maintenance will preferably occur prior to wet weather (October 1st through April 30th). Do not clean ditches when water is flowing in them.
- When maintaining ditches, specifically reshaping or sediment removal, collect the material removed from the ditch and properly dispose of it. Do not leave removed material at the site.
- Revegetate the banks of the ditch using the City’s Engineering Standards for seed mix options for stream bank stabilization. Installation of erosion control blankets may be required in the flow line.
- For ditches on private property, notify landowner of the need to maintain the ditch using the notification procedures outlined in the City’s Title 12 - Surface Water, Millersburg Municipal Code Chapter 12.80.

RECORD KEEPING

1. Record the date each ditch was maintained, specifically reshaping or sediment removal.
2. Report the amount of material removed when cleaning a ditch.
3. Document and track areas where spills were reported and coordinate with the City's illicit discharge control staff.
4. As needed, identify target areas for:
 - a. More frequent cleaning throughout the year or just prior to wet weather; and
 - b. Distribution of public education materials to discourage illegal dumping.

For open channels and other natural watercourses, additional permits and approvals may be necessary to obtain for maintenance activities prior to the start of work. These permits could include a Clean Water Act Section 404 Permit from the Army Corps of Engineers or a Removal-Fill Permit from the Oregon Department of State Lands for impacts to wetlands and waterways.

ROAD AND BRIDGE MAINTENANCE

Responsibility:

City Engineer
458-233-6300

ROAD AND BRIDGE MAINTENANCE

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants from road and bridge maintenance using measures to prevent run-on and runoff pollution, properly disposing of wastes, and training employees. The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure road and bridge maintenance is conducted without degradation to surface waters or stormwater runoff.

- Avoid road and bridge maintenance during wet weather (October 1st through April 30th).
- Conduct bridge work in a way that materials from the bridge do not fall into surface waters.
- Protect drainageways, particularly in areas with a grade, by employing BMPs to divert runoff or trap/filter sediment.
- Store materials away from drainages and flow paths, including gutters, to prevent stormwater run-on from carrying materials offsite.
- Leaks and spills from maintenance equipment may contain toxic levels of heavy metals and oil and grease. Place drip pans or absorbent materials under equipment when not in use. Clean up spills with absorbent and properly dispose.
- Cover nearby catch basins when conducting maintenance activities on roads and bridges.
- Shovel or vacuum saw cut slurry and remove from site. Cover or barricade nearby storm drains during saw cutting to contain slurry.
- Contain concrete washout. Remove and properly dispose when project is complete.
- Conduct street sweeping to prevent sediment, sand, or gravel from washing into storm drains, streets, or creeks. Properly dispose of street sweeping waste.
- Dispose of old asphalt properly. Collect and remove all broken asphalt from the site and recycle whenever possible.
- Train employees.

RECORD KEEPING

1. Keep records of maintenance activities including contracts with maintenance companies.
2. Document training conducted with the date, name of the employee, and content of the training.

CITY OF MILLERSBURG STANDARD OPERATING PROCEDURES

For open channels and other natural watercourses, additional permits and approvals may be necessary to obtain for maintenance activities prior to the start of work. These permits could include a Clean Water Act Section 404 Permit from the Army Corps of Engineers or a Removal-Fill Permit from the Oregon Department of State Lands for impacts to wetlands and waterways.

ROAD REPAIR AND RESURFACING

Responsibility:

City Engineer
458-233-6300

**ROAD REPAIR AND RESURFACING
INCLUDING PAVEMENT GRINDING**

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants from paving operations using measures to prevent run-on and runoff pollution, properly disposing of wastes, and training employees. The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure proper road repair and resurfacing occurs with protections to surface waters.

- Avoid paving during wet weather (October 1st through April 30th).
- Protect drainageways, particularly in areas with a grade, by employing BMPs to divert runoff or trap/filter sediment.
- Store materials away from drainages and flow paths, including gutters, to prevent stormwater run-on from carrying materials offsite.
- Leaks and spills from paving equipment can contain toxic levels of heavy metals and oil and grease. Place drip pans or absorbent materials under paving equipment when not in use. Clean up spills with absorbent and properly dispose.
- Cover nearby catch basins when applying seal coat, track coat, slurry seal, fog seal, or other materials.
- Shovel or vacuum saw cut slurry and remove from site. Cover or barricade nearby storm drains during saw cutting to contain slurry.
- Contain concrete washout. Remove and properly dispose when project is complete.
- Conduct street sweeping to prevent sediment, sand, asphalt, concrete shavings, and gravel from washing into storm drains, streets, or creeks. Properly dispose of street sweeping waste.
- Dispose of old asphalt properly. Collect and remove all broken asphalt from the site and recycle whenever possible.
- Train employees.

RECORD KEEPING

1. Keep records of road repair and resurfacing including contracts with road repair companies.
2. Document training conducted with the date, name of the employee, and content of the training.

DUST CONTROL FOR ROADS AND MUNICIPAL CONSTRUCTION SITES

Responsibility:

City Engineer
458-233-6300

DUST CONTROL FOR ROADS AND MUNICIPAL CONSTRUCTION SITES

This Standard Operating Procedure (SOP) provides guidelines to implement preventative measures to minimize the wind transport of soil, prevent traffic hazards, and reduce sediment transported by wind into water resources. Implementation of these procedures by the City of Millersburg and their contractors shall ensure proper dust control for roads and municipal construction sites.

- An Oregon Department of Environmental Quality (DEQ) 1200-C Permit is required if the municipal construction site disturbs one acre or more.
- Install stabilized construction entrances to prevent offsite tracking of sediment onto roadways.
- Stabilize construction haul roads with crushed rock.
- Implement project-specific dust control specifications, such as:
 - a) Temporary Seeding
 - b) Mulching
 - c) Erosion control matting
 - d) Application of water
 - e) Application of a tackifier. Soil must not be disturbed after tackifier is applied.
 - f) Application of chemical soil stabilizers. DEQ approval is required to apply soil stabilizers as per the DEQ 1200-C Permit. Chemical soil stabilizers should never be applied next to waterways.
- Schedule construction operations so the least amount of project area is disturbed at one time.
- Install temporary or permanent surface stabilization measures immediately after completing land grading.
- Conduct street sweeping to remove sediment, sand, or gravel from roadways and municipal construction site roads. Properly dispose of this street sweeping waste.
- Maintain dust control measures through dry weather periods until all disturbed areas have been stabilized
- Immediately re-stabilize areas disturbed by construction operations or other activities (wind, water, vandalism.)
- Train employees

RECORD KEEPING

1. Maintain records of street sweeping conducted on City roadways.
2. Dust control records required by the DEQ 1200-C permit will be maintained with the construction site records.
3. Document training conducted with the date, name of the employee, and content of the training.

WINTER ROAD MAINTENANCE SALT OR DEICING STORAGE AREA

Responsibility:

Maintenance
Supervisor
458-233-6300

**WINTER ROAD MAINTENANCE
INCLUDING SALT OR DEICING STORAGE AREAS**

This Standard Operating Procedure (SOP) provides guidelines to make roadways safe by removing ice and snow while preventing salt, deicing chemicals, or sand from discharging into surface waters or with stormwater runoff.

The City of Millersburg receives on average 43 inches of rain per year and only 4 inches of snow. Due to the limited amount of snow received, Millersburg does not plow roads, nor do they store deicing chemicals to be used on roadways. If necessary, a small front-end loader is used to clear critical infrastructure, especially if an emergency exists. Linn County plows major roadways, if needed, such as Old Salem Road.

The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure winter road maintenance activities are conducted in a manner that protects surface water and stormwater runoff. Should Millersburg store salt or deicing materials for use on roadways, this SOP will be updated.

- Apply the minimum amount of salt, deicer chemical, or sand to the roadway as is necessary for safety.
- Be aware of sensitive environments when choosing the deicer material to be used in different areas.
- Wash down applicator vehicles after use.
- If sand is used, street sweep areas where sand was applied as soon as conditions allow. Because of the region’s wet climate, air impacts from the infrequent application of sand are negligible.

RECORD KEEPING

1. Keep records of street sweeping conducted on City roadways.

FLEET MAINTENANCE AND VEHICLE WASHING

Responsibility:

Maintenance
Supervisor
458-233-6300

FLEET MAINTENANCE AND VEHICLE WASHING

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants from vehicle/equipment maintenance and vehicle washing to stormwater.

Maintaining a dry site requires adherence to the following procedures:

- Using off-site facilities for washing.
- Performing maintenance and washing in designated areas.
- Checking for leaks and spills.
- Containing and cleaning up spills immediately.
- Training employees.

The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure proper fleet maintenance and vehicle washing:

- Keep vehicles and equipment clean; do not allow excessive build-up of oil and grease.
- Maintain vehicles and equipment outdoors in specified areas where vehicles or equipment fluids can be contained and not spill or leak onto the ground.
- Use of an off-site repair shop that is better equipped to handle vehicle fluids and spills is recommended.
- If performing maintenance work on-site, designate vehicle and equipment maintenance areas located away from drainages to prevent the run-on of stormwater and the runoff of spills.
- Always use secondary containment, such as a drain pan or drop cloth, to catch spills or leaks when removing or changing fluids.
- Place a stockpile of spill cleanup materials, such as absorbent or booms, where they can be readily accessible.
- Use adsorbent materials on small spills. Remove the adsorbent materials promptly and dispose of properly.
- Never hose down or bury a spill.
- Regularly inspect on-site vehicles and equipment for leaks, and repair immediately.
- Segregate and recycle automotive wastes, such as greases, used oil or oil filters, antifreeze, cleaning solutions, batteries, hydraulic fluid, and transmissions fluid.
- Use off-site commercial washing businesses as much as possible where wash water is recycled or discharges to a wastewater treatment plant.

- Use phosphorus-free, biodegradable soaps.
- Train employees in proper maintenance and spill cleanup procedures.

RECORD KEEPING

1. Maintain contracts with off-site vehicle maintenance businesses and off-site vehicle or equipment washing businesses.
2. Document training conducted with the date, name of the employee, and content of the training.

BUILDING AND SIDEWALK MAINTENANCE INCLUDING WASHING

Responsibility:

Maintenance
Supervisor
458-233-6300

BUILDING AND SIDEWALK MAINTENANCE INCLUDING WASHING

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants from building and sidewalk maintenance to stormwater, including washing. Implementation of the procedures in this document allow for maintenance and washing with protections to the storm sewer system and surface waters.

General Best Management Practices (BMPs)

- For washing operations that use chemicals, detergents, soaps, cleaners, hot water, or steam, wash water should be collected in a manner that prevents the contamination of stormwater runoff.
- For washing operations that drain to catch basins with separate outlets to storm and sanitary sewer, the catch basins should contain positive control valves. The positive control valve is open during washing so that wash water discharges to sanitary sewer. The valve is closed during non-washing periods so that storm water runoff discharges to storm sewer. The designated wash area should be thoroughly rinsed after washing activities.
- Paved areas with washing activities should furnish or retrofit catch basins with sediment traps and inverted elbow outlets to trap floating oils. Only water can be used if discharging to a catch basin without a valve. Catch basins should be inspected at least once a year and cleaned of solids and oil when the basin becomes 30% full. Catch basins should be cleaned during dry weather to prevent discharge of pollutants into the storm sewer. Solids must be disposed of in a manner approved by DEQ.
- Cleaning operations should be modified to minimize the detachment of paint residues (chips), heavy metals, or any other potentially hazardous materials from surfaces. Modifications may include a change of cleaning agent or reduction in water pressure. All detached materials must not enter storm sewers or surface waters.
- For washing operations on painted or metal surfaces, detergents should not possess abrasive properties. Surfaces cleaned should not leave paint residues (chips) or detach heavy metals because these particles can enter storm sewers or surface waters.
- Detergents and soaps used in washing activities should be phosphate-free and possess the ability to rapidly biodegrade.

Building and Pavement BMPs

- Paved areas, including parking lots, driveways, sidewalks, and other surfaces should be clean from excessive debris before washing with water only. If excessive debris lies on the pavement surface before washing, the surface should be dry swept or blown and debris collected and disposed of properly.
- For building and pavement washing operations that use detergents, soaps, or cleaners, wash water should be allowed to absorb into the ground or collected and discharged to a sanitary sewer or treatment system.
- Washing exterior surfaces of buildings with water only may drain to a catch basin with sediment trap and inverted elbow outlet. Catch basins should be inspected at least once a year and cleaned of solids and oil when the basin becomes 30%. Catch basins should be cleaned during dry weather to prevent discharge of pollutants into the storm sewer. Solids must be disposed of in a manner approved by DEQ.
- The use of solvents as cleaning agents for building exteriors and pavement areas is not allowed by the National Pollutant Discharge Elimination System (NPDES) General Permit #1700-A or the Water Pollution Control Facilities (WPCF) General Permit #1700-B. Dry or semi-dry methods may be used to clean these surfaces such as sand or other particle blasting, grind-off and vacuum technology, and ice blast technology. If blasting is utilized as an alternative, all solids should be swept or vacuumed and disposed of properly.
- For small cleaning operations that use detergents, soaps, cleaners, steam, or heated water, but wash less than eight vehicles or pieces of equipment a week, wash water can be disposed of onto the ground surface without a permit. Please see Schedule A of WPCF #1700-B permit. Cleaning must be limited to the exterior of the vehicle or equipment. Disposal alternatives to ensure that wash water does not enter surface waters are as follows:
 - a) Wash water may be collected in a sump, grit trap, or containment structure to be pumped or siphoned to a vegetated area so that complete percolation into the ground occurs.
 - b) Wash water may be discharged on ground surfaces with vegetated cover, preferably grasses.

Building Maintenance

- If grinding, sanding, painting, or working with oil and grease outside, work over tarps to capture potential contaminants.
- Always wash tools, paint brushes, grout, and other materials in indoor sinks that flow to the sanitary sewer or on landscaped areas so that complete percolation into the ground occurs.

- When storing building materials outdoors, place on pallets or cover.
- Properly dispose of all waste building materials or recycle, when possible.
- Cover dumpsters.

RECORD KEEPING

1. Document training conducted with the date, name of the employee, and content of the training.

REFERENCES

Oregon Department of Environmental Quality's (DEQ) Recommended Best Management Practices for Washing Activities (DEQ 1998).¹

¹ <https://www.oregon.gov/deq/FilterDocs/washactivities.pdf>

MATERIAL STORAGE AND TRANSFER AREAS

Responsibility:

Maintenance
Supervisor
458-233-6300

MATERIAL STORAGE AND TRANSFER AREAS

INCLUDING FERTILIZER AND PESTICIDES, HAZARDOUS MATERIAL, USED OIL STORAGE, AND FUEL

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants to stormwater from material delivery and storage by supervising material deliveries, minimizing the storage of hazardous materials on-site, storing materials in designated areas, installing secondary containment, conducting regular inspection, and training employees.

The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure proper material storage and transfer areas:

Material Delivery

- Purchase of materials will be made from reputable companies that provide safe delivery options in well-maintained vehicles.
- Delivery of materials will be supervised, especially for bulk materials.

Material Management

- Implement routine cleaning and inspection of facilities or areas that store or process materials.
- Maintain clean, organized workplaces.
- Minimize the amounts of materials used and the wastes that municipal activities generate.
- Use environmentally friendly alternatives to toxic chemicals whenever possible.
- Store materials away from drains, especially storm drains.
- Routinely inspect storage areas to look for spills, leaks, or container deterioration.

Fertilizers and Pesticides

- Fertilizers and pesticides are stored in a metal fire resistant cabinet in the Parks Maintenance Building at Millersburg City Park when not being used. Never store these materials outside.
- Limit inventory of these substances and regularly remove chemicals that are not being or will not be utilized.
- Properly dispose or recycle unused fertilizers and pesticides by taking to a hazardous waste collection.

- Should a spill occur, use personal protective equipment to clean up the spill immediately. Wash hands when cleanup is complete. If the spill is too large or too hazardous, contact emergency personnel to respond.

Hazardous Material

- Inventory hazardous materials that are maintained onsite. Store hazardous materials safely in secondary containment as required by law.
- Use less hazardous, alternative materials as much as possible.
- Use materials only where and when needed to complete an activity.
- Follow manufacturer's instructions regarding uses, protective equipment, ventilation, flammability, and mixing of chemicals.
- Storage of reactive, ignitable, or flammable liquids must comply with the fire codes. Contact the local Fire Marshal to review site materials, quantities, and proposed storage area to determine specific requirements.
- Never store incompatible chemicals together, such as volatile chemicals with ignitable chemicals.
- Keep chemicals in their original containers and well labeled.
- Employees trained in emergency spill cleanup procedures should be present when dangerous materials or liquid chemicals are unloaded.
- Should a spill occur, use personal protective equipment to clean it up immediately. Wash hands when cleanup is complete. If the spill is too large or too hazardous, contact emergency personnel to respond.

Used Oil Storage

- Keep used oil in a sealed container.
- Protect used oil containment from weather by storing indoors or under a shelter.
- Recycle used oil often, keeping onsite inventory to a minimum.

Fuel

- Vehicle fueling is conducted at a wholesale gas station that is privately managed.
- Diesel fuel is contained in an approved tank inside the Parks Maintenance Building at Millersburg City Park. The approved diesel tank has built-in secondary containment.
- Diesel fuel is placed onto a truck bed and filled at the wholesale gas station that is privately managed.
- Equipment should be fueled inside if possible.

- Should a spill occur, clean it up immediately. Wash hands when cleanup is complete. If the spill is too large or too hazardous, contact emergency personnel to respond.

Training

- Train employees on the use and handling of hazardous materials.
- Personnel who use pesticides must be trained in their use.
- Employees trained in emergency spill cleanup procedures should be present when dangerous materials or liquid chemicals are unloaded.

RECORD KEEPING

1. Maintain an inventory of hazardous chemicals being stored at City facilities and ensure they are properly and safely stored. Maintain Safety Data Sheets for these materials.
2. Routinely inspect material storage areas for spills, leaks, or container deterioration.
3. Document training conducted with the date, name of the employee, and content of the training.

MUNICIPAL LANDSCAPE MAINTENANCE

Responsibility:

Maintenance
Supervisor
458-233-6300

MUNICIPAL LANDSCAPE MAINTENANCE

This Standard Operating Procedure (SOP) provides guidelines to improve water quality by improved site design, reduced nutrients, reduced pesticides, stabilization of soils, proper municipal landscape maintenance techniques, and training. The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure that municipal landscape maintenance protects the quality of stormwater runoff.

Nutrients/Fertilizers

- Sample site soils and apply amendments prior to planting to reduce the need for fertilizers. Continue to sample every 3 – 4 years to determine the nutrients the soil requires.
- The amount of fertilizer applied should be at or below manufacturer's recommendations.
- Never allow fertilizers to remain on impervious areas such as parking lots or sidewalks. Sweep or blow fertilizer into turf.
- Do not fertilize just prior to a rain event that can wash nutrients into stormwater runoff.
- Consider using less-toxic fertilizers such as composted organic material.

Pesticides

- Only apply pesticides to address the pest needing to be controlled.
- Use pesticides that are less toxic when possible. Those labeled "Caution" are less toxic than those labeled "Warning", which are less toxic than those labeled "Danger/Poison".
- Follow all safety precautions and apply pesticides only as recommended by the manufacturer.

Sediment

- Cover disturbed soils, especially during rain events.
- Stabilize soils with vegetation as soon as possible.
- Use BMPs, such as rock socks or compost logs/berms, to capture stormwater runoff and allow soils to settle out.
- Do not store soil on impervious areas unless BMPs are implemented down gradient.
- When conducting maintenance, place removed soil upslope of the excavation.
- Protect inlets and catch basins near excavations.

Landscape Maintenance

- Remove tree and shrub trimmings and properly dispose of the organic waste.
- Do not mow turf areas shorter than 2 inches.
- Blow grass clippings that fall onto impervious areas while mowing back into the turf.
- Leave grass clippings on the turf while mowing to allow nutrients to go back into the turf naturally.
- Clean up edger waste that falls onto impervious areas like parking lots, streets, and sidewalks.

Training

- Acquire federal certifications to apply fertilizers and pesticides as required for restricted chemicals.
- Be familiar with State requirements to reduce fertilizers in the environment.
- Ensure new and seasonal employees are familiar with this Standard Operating Procedure (SOP) prior to conducting maintenance.

RECORD KEEPING

1. Record the date fertilizers and pesticides were applied and location of application.
2. Document spills of fertilizers or pesticides including date, time, location, amount, and actions conducted to mitigate the spill.
3. Document training conducted with the date, name of the employee, and content of the training.