| **Standard Operating Procedures***[Town Name]**Department of Public Works**(or similar)***Sweeping Streets and Parking Lots** | **Issue Date:** |
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| **Approved by:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Public Works Director (or similar)* |
| **Purpose of SOPs:**Procedures for the operation and maintenance of street sweepers, frequency of sweeping, disposal of debris, and recordkeeping to prevent pollution from entering the stormwater sewer systems. |
| **MA Small MS4 General Permit Requirement Summary:****Part 2.3.7.a.iii.3.**The permittee shall establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception of rural uncurbed roads with no catch basins or high speed limited access highways shall be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding). The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or TMDL waters or other relevant factors as determined by the permittee. The permittee shall report in each annual report the number of miles cleaned or the volume or mass of material removed.For rural uncurbed roadways with no catch basins and limited access highways, the permittee shall either meet the minimum frequencies above, or develop and implement an inspection, documentation and targeted sweeping plan with two (2) years of the effective date of the permit, and submit such plan with its year one annual report.**Part 2.3.a.iii.4.**The permittee shall ensure proper storage of catch basin cleanings and street sweepings prior to disposal or reuse such that they do not discharge to receiving waters. |
| **Equipment Inventory:**The following is a list of street sweeping equipment:

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| **Equipment Number** | **Make** | **Description** | **Sweeper Speed (or other notes)** |
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*[Expand table as necessary]* |
| **Operations**1. Operate all sweepers and equipment according to the manufacturer’s recommended settings, standards, and procedures.
2. While sweeping, drive between the optimal sweeping speed limit, as recorded in the equipment list above.
3. Sweeping will not take place during ***[indicate weather that will prevent sweeping and when the sweeping will resume in such circumstances]***.
4. If spills occur or illegal discharges are seen, report to ***[enter name(s) and contact information]***.
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| **Maintenance**1. Sweepers will be checked for leaks ***[frequency, e.g. 1 time per week or after every use]****.* Immediately contain and properly clean up any spills.
2. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occur ***[number]*** times per ***[unit of time, e.g. month]***.
3. Parts are replaced ***[frequency]***.Brushes are replaced when bristle length is less than ***[number]*** inches, or after ***[number]*** miles of use.
4. Equipment is washed at ***[location, e.g. the public works shed]*** located at ***[address]***to trap grease, oils and sediment.
5. The left-over debris is scraped out from the hopper after ***[number]***debris dumps.
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| **Schedule**1. Street sweeping will primarily take place between the months of ***[starting month]*** and ***[ending month]***.
2. All streets with curbing and/or catch basins shall be swept a minimum of once per year in the spring (following winter activities such as sanding). Streets are swept according to the street list and schedule located ***[location of schedule, it is recommended to insert here or attach to this document]***.
3. Priority roads and parking lots are identified on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired or TMDL waters or other relevant factors. These roads and parking lots are listed below and will be swept more frequently as indicated in the table.

*These roads/parking lots may be grouped by road category as long as the town’s list of streets and parking lots also indicates the applicable road category (e.g. main arterials, residential areas, commercial areas, downtown areas, municipal parking lots, industrial areas, etc.)*.

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| **Priority Road/ Parking Lot Name (or Category)** | **Frequency of Sweeping** |
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*[Expand table as necessary]*The list of priority roads and parking lots will be reassessed every ***[unit of time]***. 1. The sweeping schedule is assessed ***[number]*** times per year and updated as necessary.
2. A map of town roads and parking lots is located ***[location, it is recommended to insert here or attach to this document]****.*
3. Events/activities that require special sweeping are ***[events., e.g. town construction, fairs, farmers markets, concerts, etc.].***
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| **Storage and Disposal**1. Temporary storage of solid sweeping debris is on an impervious surface or in a truck/dumpster that is protected from runoff. The storage location(s) is/are ***[storage location(s)]***.
2. Solid sweeping debris is brought to ***[location]*** for permanent disposal. If applicable, solid sweeping debris from ***[location of origin/category of debris]*** will be reused as ***[end use]***following the MassDEP Reuse and Disposal of Street Sweepings Policy. Debris is permanently disposed of ***[number]*** times per ***[unit of time]***.
3. Decant water is discharged to ***[location]***.
4. Weighing process: The amount of solid sweeping debris will be weighed by ***[process, e.g. weighing the sweepers before and after sweeping before debris is unloaded]***.
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| **Training**1. Employees are trained ***[number]*** times per year on this procedure and the proper operation of equipment. Employees are also trained on stormwater pollution prevention, spill and response, and illicit discharge detection and elimination procedures.
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| **Record Keeping**1. Records are kept ***[location]***.
2. ***[Measures—the points of solid debris removed and number of miles swept, along with any other measures recorded]*** are recorded after each sweeping.
3. The number of curb miles swept per ***[unit of time, e.g. month]*** is calculated ***[unit of time, e.g. annually]***.
4. A list of employees implementing the SOPs and the completion of their training(s) can be found ***[location of document, or insert list below]***.
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| **Revising the SOPs**1. These procedures are reviewed ***[number]*** times per year and updated as needed.
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