SWMP

APPENDIX B

STANDARD OPERATING PROCEDURES

UPDATED 2026

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BUILDINGS — Dumpsters/Garbage Storage & Management of Trash Containers

Description: This section contains information and guidelines for management of dumpster, trash containers and storage areas.

Permit Section: 4.2.6.4.1

Applicability: Maintenance of garbage storage areas

1. Preparation
   a. Train employees on proper trash disposal.
   b. Locate dumpsters and trash cans in convenient, easily observable areas.
   c. Provide properly-labeled recycling bins to reduce the amount of garbage disposed.
   d. Install berms, curbing, or vegetation strips around storage areas to control water entering/ leaving storage areas.
   e. Whenever possible store garbage containers beneath a covered structure or inside to prevent contact with storm water.
2. Process
   a. Inspect garbage bins for leaks regularly, and have repairs made immediately by responsible party.
   b. Request/use dumpsters, and trash cans with lids and without drain holes.
   c. Locate dumpsters on a flat, hard surface that does not slope or drain directly into the storm drain system.
3. Clean-up
   a. Keep areas around dumpsters clean of all garbage.
   b. Have garbage bins emptied regularly to keep from overfilling.
   c. Wash out bins or dumpsters as needed to keep odors from becoming a problem.
4. Documentation
   a. Document training of employees

BUILDINGS — Parking Lot Maintenance

Description: This section contains information and guidelines for cleaning and maintenance of parking areas.

Permit Section: 4.2.6.4.1

Applicability: Maintaining parking areas

1. Preparation
   a. Conduct regular employee training to reinforce proper housekeeping.
   b. Restrict parking in areas to be swept prior to and during sweeping using regulations as necessary.
   c. Perform regular maintenance and services in accordance with the recommended vehicle maintenance schedule on sweepers to increase and maintain efficiency.
2. Process
   a. Sweep parking areas, as needed, or as directed by the city's responsible official.
   b. Hand sweep sections of gutter if soil and debris accumulate.
   c. Pick-up litter as required to keep parking areas clean and orderly.
3. Clean-up
   a. Dispose of sweepings properly (appropriate solid waste facility).
   b. Street sweepers to be cleaned out in a manner as instructed by the manufacturer and in a location that swept materials cannot be introduced into a storm drain.
   c. Swept materials will not be stored in locations where storm water could transport fines into the storm drain system.
4. Documentation
   a. Keep accurate logs to track swept parking areas and approximate quantities.
   b. Document training of employees.

BUILDINGS — Material Storage, Heavy Equipment Storage, and Maintenance Areas

Description: This section contains information and guidelines for storing materials such as fertilizers, salts, and other chemicals. It also includes information on storing and maintaining equipment.

Permit Section: 4.2.6.4.2

Applicability: Storing materials, storing heavy equipment, and maintaining equipment

1. Preparation
   a. Store vehicles indoors where possible and in an area with no floor drains that lead to storm water system.
   b. Watch for leaking equipment and vehicles.
   c. Store materials in a dry place if applicable of the floor.
2. Process
   a. Use drip pans to collect leaking fluids from equipment or vehicles.
   b. Repair leaking vehicles as soon as possible to protect storm drain system.
   c. Wash vehicles and equipment in dedicated areas.
   d. Dispose of materials that are out-dated or beyond use.
3. Clean-up
   a. Properly clean any areas that have been polluted by leaking vehicles.
   b. Discharge all wash water containing contaminates (degreasers, acids, and oil bases) to a treatment facility or sanitary sewer if it meets treatment plant standards.
   c. Do not store or wash vehicles over storm drain inlets.

CONSTRUCTION — Pre-Construction SWPPP

Description: This section contains information and guidelines for protecting and preparing a construction site with BMPs and a SWPPP.

Applicability: Protecting construction sites and surrounding runoff areas prior to construction.

1. Preparation
   a. Conduct a pre-construction review of site and planed operations.
2. Process
   a. Plan which BMP's to implement during construction to manage runoff created from site.
   b. Incorporate in the SWPPP a set of procedures that will protect potential water quality impacts.
   c. Incorporate into the SWPPP opportunities for use of low impact design (LID) and green infrastructure when opportunities exist.
3. Clean-up
   a. None.
4. Documentation
   a. Record all construction sites that disturb greater than or equal to one acre.
   b. Keep any notes or comments of any problems.

CONSTRUCTION — During and Post Construction Site Inspection

Description: This section contains information and guidelines for protecting a construction site with BMPs and a SWPPP during and after the construction of a project.

Applicability: Protecting construction sites and surrounding runoff areas.

1. Preparation
   a. Incorporate a SWPPP for any construction project disturbing greater than or equal to one acre in area.
2. Process
   a. Inspect construction site and surrounding area regularly for possible storm drain contamination.
   b. Follow SWPPP guidelines and checklists to verify that standards are met.
3. Clean-up
   a. Remove inlet protection.
   b. Clean flow paths.
4. Documentation
   a. Keep any notes or comments of any problems.

CONSTRUCTION — LONG-TERM POST CONSTRUCTION OPERATIONS AND MAINTENANCE FOR CITY AND PRIVATE OWNED STORM WATER FEATURES

Description: These instructions and inspection report can serve as a Standard Operating Procedure (SOP) to comply with the Utah Department of Environmental Quality mandate that city and private storm water features that discharge to the River Heights MS4 are properly inspected annually.

Applicability: Long-Term post construction operations and maintenance.

INSPECTION PROCEDURE:

Site evaluation — Submit a copy of the inspection report to the River Heights City Public Works Director by September 30th of each year.

1. Dumping Evidence: Evaluate catch basins, inlets, manholes, gutters etc. for the presence of stains from dumping or paints, thinners, oils, or other hazardous substances.
2. Spill Evidence: Evaluate pavements and soils for spills, particularly for evidence of neglected spills.
3. General Site Exposure: Evaluate materials, devices, and operations that are exposed to weather. Inspect to verify that BMP's are in place or that there are practices that will contain or minimize pollutants and pollutant sources. Look for uncontained waste material, oil, antifreeze, cleaners and other materials and chemicals that could seep into the ground, enter the storm drain system, or affect water quality.
4. Other Pollution Sources: Evaluate any activity or operations that are or may pollute the environment.
5. Storm Water Storage: Inspect for proper maintenance and conditions of detention/retention ponds. Check for proper capacity, debris or sediment accumulation, and that overflow devices are in place and in good condition.
6. Inlets and Catch Basins: Inspect for proper maintenance and function of storm water inlets and catch basins. Inspect for pollutants, debris, and excessive amounts of dirt and sediment. Inlets, basins, and covers should be in good working order.
7. Conveyance System: Inspect for proper maintenance, condition, and functions of storm water pipes, catch basins, swales, ditches and other conveyances.
8. Manholes: Inspect manholes for condition, debris, excessive amounts of sediment, proper maintenance, and function.
9. Parking: Inspect parking areas for proper maintenance and condition. Inspect for pollutants, spills, etc. Pavement areas should indicate regular sweeping activity and maintenance.
10. Waste Collection: Inspect for proper maintenance and functions of waste collection facilities. Inspect for stains and leaks from containers. Ensure that lids are kept closed.
11. Landscaping: Inspect for condition, maintenance, and function. Inspect for excessive debris. Ensure proper application of chemicals by looking for accumulation of excess fertilizers, herbicides, insecticides, etc.

12. Sumps: Inspect for proper maintenance and condition of sumps, injection wells, and other similar underground devices designed to collect storm water and percolate it into the ground.
13. Flow Control Devices: Inspect for proper maintenance and function of weirs, orifice plates and other similar flow control devices.
14. Site Specific SOP Items: Certain land uses require site specific storm water management SOP's to ensure the quality of storm water that is discharged from a site. Review site inspections for compliance with site SOP's. Evaluate the current SOP's and modify, update, or amend them as needed.
15. Other: Inspect other post construction storm water items for proper function. This could include pumps, vaults, backflow devices, filters, bio-retention area, permeable pavement, green roofs, etc.

IDDE — Illicit Discharge Hotline Reporting

Description: This section includes procedures for initiating spill response through the use of a hotline and collection of documentation for an illicit discharge.

Permit Section: 4.2.3.5

Applicability: Illicit discharges or hazardous spills.

1. Preparation
   a. Include the emergency response numbers for the Bear River Health Department on the city website.
   b. Provide city contact person to Bear River Health Department for contact when illicit discharges are reported.
   c. Provide city contact information on the city website.
2. Process
   a. Determine the nature of the spill.
   b. If the spill is hazardous in nature or significant in size and near a water body where it could enter, report the spill immediately to 911.
   c. If the spill is hazardous in nature and may impact human life report the spill immediately to 911.
   d. For small spills requiring investigation contact River Heights City at (435) 752-2646 ext. (1) to report the complaint. They will investigate the situation and prepare a report of the incident.
   e. For small spills requiring investigation after hours contact the River Heights City Public Works Department at (435) 752-2646 ext. (2) to report complaints. An individual should return your call within 10 minutes to discuss the situation and provide assistance.
3. Clean-up
   a. If the spill is significant or toxic, emergency crews will be dispatched immediately.
   b. If Bear River Health Department is contacted, they will contact the community representative when a complaint is issued so the community may provide assistance with the cleanup.
   c. If spills are small or non-critical the city may conduct the cleanup effort.
4. Documentation
   a. Bear River Health Department and/or city representative will document incident reports received by their personnel when of a significant nature.
   b. Fill out the Dry Weather Screening and Visual Storm Water Discharge Examination Report Form.

IDDE — Outfall Inspections

Description: This section contains information and guidelines for inspection and detection of problems within outfall areas.

Permit Section: 4.2.3.4

Applicability: Inspecting outfall locations

1. Preparation

   a. Know the past and present weather conditions. Conduct inspections during dry weather periods.

   b. Gather all necessary equipment including tape measure, clear container, clipboard with necessary forms, flashlight, and camera (optional).

   c. Obtain maps showing outfall locations and identifiers.

   d. Obtain outfall description and observations from previous inspections, so the outfall can be accurately identified and observations compared.

2. Process

   a. Perform an inspection of each outfall at least once per year. Whenever, possible use the same personnel for consistency in observations.

   b. Identify each outfall with a consistent and unique identifier. For example "Howard Slough-#13". Use maps and previous inspection reports to confirm the outfall identity and location.

   c. If dry weather flow is present at the outfall, then document and evaluate the discharge by completing the following steps:

      1. Collect field samples for visual observations in a clean, clear container and in a manner that avoids stirring up sediment that might distort the observation.
      2. Characterize and record observations on basic sensory and physical indicators (e.g., outfall condition, flow, odor, color, oil sheen) on the Outfall Inspection Form.
      3. Compare observations to previous inspections.
      4. If the flow does not appear to be an obvious illicit discharge (e.g., flow is clear, odorless, etc.), attempt to identify the source of the flow (groundwater, intermittent stream, etc.)

d. If an illicit discharge (such as raw sewage, petroleum products, paint, etc.) is encountered or suspected, follow the procedure of SOP IDDE - Tracing Illicit Discharges.

3. Clean-up

4. Documentation

   a. File completed outfall inspection forms.

   b. Update maps if new outfalls are observed and inspected.

ILLICIT DISCHARGE — Tracing the Source of Illicit Discharge

Description: This section contains information and guidelines for identifying the source of illicit discharge into storm drain system. This also includes characterizing the nature of, and potential public/environmental threat posed by the illicit discharge.

Applicability: Identifying the source of Illicit Discharge.

1. Preparation
   a. Become familiar with the surrounding water bodies and watersheds that could become contaminated.
   b. Look for areas that might have potential to have illicit discharge. (industrial areas or older neighborhoods)
2. Process
   a. Smoke test, TV, or dye test storm drain system to trace potential or difficult to detect illicit discharges.
   b. Determine the type of illicit discharge by collecting and analyzing samples of the water.
   c. Characterize the type of illicit discharge from analyzed samples or from source.
   d. Control possible discharge during dry weather with the use of sandbags or dams.
3. Clean-up
   a. Clean any equipment used in performing detection of illicit discharge.
4. Documentation
   a. Document beginning of work, completion of work and any cleanup items performed on site.
   b. Keep logs of past and existing illicit discharges.
   c. Record the area and amount of illicit discharge.
   d. Keep any notes or comments of any problems.

ILLICIT DISCHARGE — Removing Illicit Connections and Discharges

Description: This section contains information and guidelines for stopping illicit discharges into storm drain system. This also includes characterizing the nature of, and potential public/environmental threat posed by the illicit discharge.

Applicability: Removal/Ceasing of Illicit Discharges.

1. Preparation
   a. Follow IDDE inspection schedule to check for any illicit discharges in the community.
   b. Log inspections on the IDDE inspection checklist.
   c. Locate illicit discharge.
2. Process
   a. Contact Bear River Health Department at 435-792-6500 during working hours, or 435-716-8771 after working hours for hazardous or unknown spills.
   b. Notify violator of offending discharge and give direction to correct the problem.
   c. Work with violator by providing technical assistance.
   d. Perform follow-up inspections and enforce legal actions if discharge is not eliminated.
   e. Elevate the enforcement action as necessary to obtain results.
3. Clean-up
   a. Stabilize all disturbed soils and surfaces.
   b. Haul all debris, sediment or contaminated soil removed from area to approved dumping site.
4. Documentation
   a. Document beginning of work, completion of work and any cleanup items performed on site.
   b. Keep logs of past and existing illicit discharges.
   c. Record the area and amount of illicit discharge.
   d. Keep any notes or comments of any problems.

MUNICIPAL— High Priority Facilities

Description: This section includes information on operation of high priority facilities to protect water quality and reduce discharge of pollutants to the MS4

Permit Section: 4.2.6.4

Applicability: All high priority facilities owned or operated by the MS4.

1. Preparation
    a. Determine if the facility is "high priority" by using the selection criteria located in the Permittee Owned Facilities Evaluation.
    b. For high priority facilities perform an inventory of chemical products, floor drains and storm drain infrastructure.
    c. Develop spill prevention plans for chemicals located at these locations.
    d. Consider community wide operational SOPs for material and equipment storage, parks and open space, vehicle maintenance storm water systems and other operation items in creation of the specific SOP.
    e. Create a specific operational SOP where necessary for a facility.
    f. Maintain a clean and tidy work area to prevent spills from occurring.
2. Process
    a. Implement operational SOPs listed in the high priority facility SOP.
    b. Perform weekly visual inspections of high priority facilities.
    c. Perform quarterly comprehensive inspections of high priority facilities. Inspect in accordance with the facility SOPs and the documentation process.
    d. Perform quarterly visual inspections of all storm water discharges from high priority facilities. If quarterly inspections are not feasible due to frozen conditions, conduct 4 inspections during seasons where discharge flows may occur.
3. Clean Up
    a. Implement the spill response plan for the facility if a spill occurs or one is found during an inspection.
4. Documentation
    a. Maintain logs of all inspection activities that occur for weekly and quarterly inspections of high priority facilities.

MUNICIPAL — Municipally-Sponsored Events

Description: This section contains information for proper cleaning and maintenance after an event such as a parade, community celebrations, etc.

Permit Section: 4.2.6.4.5

Applicability: Cleaning after city event

1. Preparation
   a. Prior to event, schedule crews to facilitate an effective clean up before contaminates and debris migrate to storm water system.
   b. Provide any trash bags or other required tools for cleaning.
2. Process
   a. Sweep parking areas, as needed, or as directed by the city's responsible official.
   b. Hand sweep sections of gutter if debris accumulate.
   c. Pick-up litter as required to keep parking areas clean and orderly.
3. Clean-up
   a. Dispose of sweepings properly (appropriate solid waste facility).
   b. Street sweepers to be cleaned out in a manner as instructed by the manufacturer and in a location that swept materials cannot be introduced into a storm drain.
   c. Swept materials will not be stored in locations where storm water could transport fines into the storm drain system.
4. Documentation
   a. Document any problems that arise.

MUNICIPAL — Provide Training to Employees

Description: This section informs municipalities to train employees who are likely to work/impact storm water quality.

Applicability: Training employees to protect storm water.

1. Preparation
   a. Map out storm drain system so that each employee can be aware of the network.
   b. Implement an operations and maintenance program (0 & M).
2. Process
   a. Train employees on how to reduce pollutant run off from operated facilities and operations.
   b. Train employees who have primary construction operation, or maintenance job roles about standard operating procedures.
   c. Keep and inventory of operated facilities and storm water controls.
   d. Provide follow-up training as needed to address changes and procedures.
3. Clean-up
   a. None.
4. Documentation
   a. Keep record of those who have been trained
   b. Keep any notes or comments of any problems.

MUNICIPAL — Weekly and Quarterly Inspections

Description: This section informs municipalities about the types of inspections that need to be done on a regular basis.

Applicability: Inspection of storm water and drainage system.

1. Preparation

   a. Map out existing storm drain system.

   b. Watch for possible storm drain system contaminates.

2. Process

   a. Perform weekly visual inspections to minimize the potential for pollutants.

   b. Perform quarterly comprehensive inspections of "high priority" facilities, including all storm water controls, waste storage areas, dumpsters, vehicle and equipment maintenances areas, and similar pollutant generating areas.

   c. Perform quarterly visual observations of storm water discharge; by looking for any possible contaminants to the storm drain system.

   d. Look for evidence of spills and immediately clean them to prevent contact with run off.

3. Clean-up

   a. None.

4. Documentation

   a. Keep any notes or comments of any problem areas.

MUNICIPAL — Compliance from Violators (escalating enforcement)

Description: This section contains information for the steps of escalating enforcement for storm water violations.

Permit Section: 4.2.4.2.1

Applicability: Enforcing storm water regulations

1. Preparation
   a. In order to enforce the storm water regulations, the city must first create/adopt an ordinance declaring that current storm water regulations must be followed, and lists the steps to be taken and consequences for non-compliance.
2. Escalating Enforcement:
   a. Verbal warning: The city must decide what will occur when violations are seen/reported. A verbal warning informs the violator of the ordinance being violated, and gives the violator a timeframe to comply. Depending on the severity of the violation, this period may be 24 hours or it may be 7 days.
   b. Stop Work: If the violator does not comply within the given timeframe, the city then informs the violator that they must stop work or further actions will be taken.
   c. Letters: If the violator refuses to stop work and does not comply, the city then writes a letter to the violator stating the ordinance being violated and the fines that will be applied if the action continues.
   d. Notice of violation (N.O.V.): An NOV is issued when the violator refuses to comply after the previous measures have been taken. The NOV states that if the violator does not comply with a certain amount of time (city determined) a fine will be issued (city determined).
   e. Fines: Since the city itself cannot write citations, the Cache County Sherriff's Office should be contacted and the citation will be issued if the violator has not complied within the timeframe given.
   f. Jail: After fines have been applied and the violator still refuses to comply, the Cache County Sherriff's Office should be contacted to arrest the violator.

MUNICIPAL— Flood Control and Water Quality Impacts

Description: This section informs municipalities about assessing the water quality impacts in the design of new flood management structural controls.

Applicability: Installing new flood management devices.

1. Preparation
   a. Assess existing flood management devices to determine whether changes or additions should be made to improve water quality.
2. Process
   a. Incorporate in the SWPPP a set of procedures that will protect potential water quality impacts.
   b. Incorporate into the SWPPP opportunities for use of low impact design (LID) and green infrastructure when opportunities exist.
   c. Consider controls that can be used to minimize the impacts to site water quality and hydrology while still meeting project objectives.
3. Clean-up
   a. None.
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.
   d. Use "before" and "after" photographs to document activities as applicable.

MUNICIPAL — Vehicle Maintenance and Repair Activities

Description: This section is to inform municipalities about the protection of storm drain system from vehicles or equipment that may leak or drip petroleum products and that may also collect large amounts of dirt.

Applicability: Storing and washing of vehicles and equipment.

1. Preparation
   a. Store vehicles indoors where possible and in an area with no floor drains that lead to storm water system.
   b. Watch for leaking equipment and vehicles.
2. Process
   a. Use drip pans to collect leaking fluids from equipment or vehicles.
   b. Repair leaking vehicles as soon as possible to protect storm drain system.
   c. Wash vehicles and equipment in dedicated areas.
3. Clean-up
   a. Properly clean any areas that have been polluted by leaking vehicles.
   b. Discharge all wash water containing contaminates (degreasers, acids, and oil bases) to a treatment facility or sanitary sewer if it meets treatment plant standards.
   c. Do not store or wash vehicles over storm drain inlets.
4. Documentation
   a. Record location where vehicles and equipment were leaking.
   b. Keep any notes or comments of any problems.

PARKS — Cleaning Equipment

Description: This section contains information and guidelines for cleaning off equipment and how to dispose of debris collected.

Permit Section: 4.2.6.4.3

Applicability: Cleaning Equipment

1. Preparation
    a. Review process with all Parks employees
2. Process
    a. Wipe off dirt, dust and fluids with disposable towel
    b. Wash equipment in approved wash station
3. Clean-up
    a. Dispose of towels in proper trash receptacle
    b. Sweep floor and dispose of debris.

PARKS — Open Space Management

Description: This section contains information and guidelines protecting open spaces within the storm water runoff area. Including how to clean up if open spaces are not meeting requirements.

Permit Section: 4.2.6.4.3

Applicability: Managing open spaces within a runoff area.

1. Preparation

   a. Provide a regular observation and maintenance of parks, and other public open spaces.

   b. Identify public open spaces that are used for storm water detention and verify that detention areas are included on the storm drain system mapping, inspection schedules, and maintenance schedules.

2. Process

   a. Ensure that any storm drain or drainage system components on the property are properly maintained.

   b. Avoid placing bark mulch (or other floatable landscaping materials) in storm water detention areas or other areas where storm water runoff can carry the mulch into the storm drainage system.

   c. Follow all SOPs related to irrigation, mowing, landscaping, and pet waste management.

3. Clean Up

   a. Keep all outdoor work areas neat and tidy. Clean by sweeping instead of washing whenever possible. If areas must be washed, ensure that wash water will enter a landscaped area rather than the storm drain. Do not use soap for outdoor washing.

   b. Pick up trash on a regular basis.

4. Documentation

   a. Document any observed deficiencies for correction or repair.

PARKS — Right-of-way Maintenance

Description: This section contains information on the proper care of Right-of-way areas and how to keep them clean and free of obstructions.

Permit Section: 4.2.6.4.5

Applicability: Mowing, trimming, and clearing of right-of-way

1. Preparation
   a. Locate all storm drain collection structures and inlets in the right-of-way.
   b. Call the Blue Stakes Center of Utah (801) 662-4111 at least 2 working days before any digging or grading will be done, to reveal the location of any underground utilities.
2. Process
   a. Mow in a manner to minimize clippings blown toward collection structure inlets and water ways.
   b. Pick-up litter within Right-of-way to avoid catch basins from becoming plugged.
3. Clean-up
   a. Scrape and brush mowers at the shop — Sweep dry spoils and dispose at approved facilities.
   b. Wash equipment in approved wash station
4. Documentation
   a. Keep accurate logs to track when maintenance was done so areas don't go unmanaged.
   b. Document training of employees.

PARKS — Chemical Application Pesticides, Herbicides, Fertilizers

Description: This section contains information on the application of Pesticides, Herbicides and Fertilizers to Parks. Including how to prepare, take care, and disposal of chemical products.

Applicability: Using chemicals in city parks.

1. Preparation
   a. Calibrate fertilizer and pesticide application equipment to avoid excessive application.
   b. Use pesticides only if there is an actual pest problem
   c. Time and apply the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for best results ("Read the Label").
   d. Know the weather conditions. Do not use pesticides if rain is expected. Apply pesticides or herbicides only when wind speeds are low (less than 5 mph).
2. Process
   a. Always follow the manufacturer's recommendations for mixing, application and disposal. ("Read the Label").
   b. Do not mix or prepare pesticides for application near storm drains.
   c. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting.) of pesticides and fertilizers.
3. Clean-up
   a. Sweep pavements or sidewalks where fertilizers or other solid chemicals have fallen, back onto grassy areas before applying irrigation water.
   b. Triple rinse containers, use rinse water as product. Dispose of unused pesticide as hazardous waste.
   c. Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and their containers. ("Read the Label")
4. Documentation
   a. Keep copies of MSD sheets for all pesticides, fertilizers and other hazardous products used.
   b. Record fertilizing and pesticide application activities, including date, individual who did the application, amount of product used and approximate area covered.

PARKS — Mowing and Trimming

Description: This section contains information on mowing and trimming around drainage structures and the proper cleaning of mowing and trimming equipment.

Applicability: Mowing and trimming in city parks.

1. Preparation
   a. Locate all storm drain collection structures and inlets in the right-of-way.
2. Process
   a. Mow in a manner to minimize clippings blown toward collection structure inlets and water ways.
3. Clean-up
   a. Scrape and brush mowers at the shop — Sweep dry spoils and dispose at approved facilities.
   b. Wash equipment in approved wash station
4. Documentation

None.

PARKS — Planting Vegetation.

Description: This section contains information on the planting of within parks and rights-of-way.

This also includes cleaning of the area and how to dispose of excess soil.

Applicability: Planting in Parks and rights-of-way.

1. Preparation
   a. Call the Blue Stakes Center of Utah (801) 662-4111 at least 2 working days before any digging will be performed, to reveal the location of any underground utilities.
   c. Determine where any spoils will be taken.
2. Process
   a. Dig holes; place spoils near the hole where they may easily be placed back around roots. Avoid placing spoils in the gutter or areas that may drain into water ways
   b. Bring each plant near the edge of the hole dug for it.
   c. Check the depth of the hole, adjust the depth if necessary. The depth of the hole for a tree should be as deep as the root ball, so that the top of the root ball is level with the top of the hole.
   d. Carefully remove pot or burlap.
   e. Place the plant in the hole.
   f. Backfill the hole with existing spoils, compost, and fertilizer if desired. Do not use excessive amendments.
   g. Water the plant.
   h. Stake the plant, if necessary, to stabilize it.
3. Clean-up
   a. Move any extra spoils into truck or trailer. Place the spoils on a tarp if there is likelihood that some of the dirt would be lost through openings in the bed.
   b. Sweep dirt from surrounding pavement(s) into the planter area
   c. Transport spoils to their designated fill or disposal area.

PARKS — Seeding

Description: This section contains information on the seeding of areas in parks and rights-of-way. This also includes cleaning of the area and how to dispose of excess soil.

Applicability: Planting in Parks and Rights-of-way.

1. Preparation
   a. Call the Blue Stakes Center of Utah (801) 662-4111 at least 2 working days before any digging or grading will be done, to reveal the location of any underground utilities.
   c. Decide on the application rate, method, water source, and ensure adequate materials are in possession.
   d. Grade and prepare the soil to receive the seed. Place any extra soil in a convenient location to collect.
2. Process
   a. Place the seed and any cover using the pre-determined application method (and rate).
   b. Lightly moisten the seed.
   c. Adjust watering rates to minimize runoff from seeded area.
   d. Monitor site for erosion. Correct as needed.
3. Clean-up
   a. Move any extra spoils into truck or trailer. Place the spoils on a tarp if there is likelihood that some of the dirt would be lost through openings in the bed.
   b. Sweep dirt, seed, and any cover material from surrounding pavement(s) into the planter area
   c. Transport spoils to their designated fill or disposal area.
4. Documentation
   a. None.

STREETS/STORM DRAIN — Catch Basins

Description: This section contains information on the cleaning of catch basins in the storm drain system. This includes the processes of disposal of excess waste and the record keeping of the amounts of waste collected.

Applicability: Cleaning catch basins or storm drains.

1. Preparation:
   a. Clean off sediment and trash off grate.
   b. Do visual inspection on outside of grate.
   c. Make sure nothing needs to be replaced.
   d. Do inside visual inspection to see what needs to be cleaned.
2. Process
   a. Clean catch basin using manual or mechanical means.
   b. For manual means, place removed material in a location protected from potential runoff.
   c. Place spoils in vehicle for transport to disposal area.
   d. Dispose of spoils in an approved location for dewatering if necessary.
   e. For mechanical cleaning use a vac truck/trailer to remove sediment. When sediment is removed use a high pressure washer to clean any other sediment out of catch basin.
   f. After catch basin is clean, send the rodder of the vac truck downstream to clean pipe and pull back sediment that might have moved down stream of the catch basin.
3. Clean-up
   a. When vehicle is full of spoils take them to a contained area for drying.
   b. After drying, put it into a dump truck and take it to the landfill.
4. Documentation
   a. Keep logs of the date and number of catch basins cleaned. Record employees involved with the activity.
   b. Record the estimated amount of waste collected from each catch basin.
   c. Keep any notes or comments of any problems.

STREETS/STORM DRAIN — Curb Painting

Description: This section contains information on the painting of curbs and how to protect the drainage system from hazardous wastes. The use of BMP's in case of accidents and spills is recommended. This also includes the processes of disposal, clean up, and record keeping of any paint entering into the storm drain system.

Applicability: Curb Surface painting.

1. Preparation
   a. Calculate the amount of paint required for the job
   b. Use water-based paints if possible.
   c. Determine whether the wastes will be hazardous or not and the required proper disposal of said wastes
   d. Determine locations of storm drain inlets and sewer inlets that may need to be protected. If possible, prepare surfaces to be painted without generating waste water, use sandblasting and or scraping.
   e. If using a pressure washer to remove loose paint, place filter fabric or containment devices at entrances to storm drains or natural waterways to collect materials. (i.e. place geotextile beneath catch basin grates, use curb dyke)
   f. Use a citrus-based paint remover whenever possible, less toxic than chemical strippers
2. Process
   a. Paint curb.
   b. Prevent over-spraying of paints and/or excessive sandblasting
   c. Use drip pans and drop clothes in areas of mixing paints and painting
   d. Store latex paint rollers and brushes in air-tight bags to be reused later with the same color.
   e. Have available absorbent material and other BMP's ready for an accidental paint spill.
3. Clean-up
   a. Paint out brushes and rollers as much as possible. Squeeze excess paint from brushes and rollers back into the containers prior to cleaning them.

b. Pour excess paint from trays and buckets back into the paint can containers and wipe with cloth or paper towels. Dispose of the towels according to the recommendations on the paint being used.

c. Rinse water-based paint brushes in the sink after pre-cleaning. Never pour excess paint or waste water from cleanup of paint in the storm drain.

d. Cleanup oil-based paints with paint thinner. Never clean oil-based brushes in a sink or over a storm drain. Filter solvents for reuse if possible and/or store in approved drum for recycling.

4. Documentation

a. Write-up/report of any discharges into storm drain system

STREETS/STORM DRAIN — Culvert and Storm Water Pipe Cleaning

Description: This section contains information on the cleaning of storm drain culverts and pipes. This also includes what methods to use to remove sediment and debris from the structure. A record keeping procedure is also outlined for tracking the cleaning process.

Applicability: Cleaning of Culverts and Pipes.

1. Preparation:
   a. Clean sediment and trash off inlet to culvert/storm water pipe.
   b. If possible, do visual inspection of inside of culvert/storm water pipe.
   c. Look for cracks, missing or broken pieces in the walls/sides of structure.
   d. Do inside visual inspection to see what needs to be cleaned.
2. Process
   a. Clean using a vac truck/trailer, cleaning the sides of the structure and sucking out sediment on the bottom.
   b. Send high powered hose down culvert and pull back any sediment.
   c. Clean inlets and outlets.
   d. Move truck down to next storm drain.
3. Clean-up
   a. When vac truck is full of sediment take it to Logan City to dump all the sediment out of the truck into a dry pond.
   b. When evaporates are dry, clean it up with a backhoe, put it into a dump truck and take it to the landfill.
4. Documentation
   a. Keep logs of culverts/storm water pipes and wells that have been cleaned.
   b. Record the amount of waste collected.
   c. Keep any notes or comments of any problems.

STREETS/STORM DRAIN — Sumps and Injection Wells (Includes Underground Storm Water Detention Structures)

Description: This section contains information on the cleaning of storm drain sumps and injection wells. This also includes what methods to use to remove sediment and debris from the structures. A record keeping procedure is also outlined for tracking the cleaning process.

Applicability: Cleaning of Sumps and Injection Wells.

1. Preparation:
   a. Clean sediment and trash off inlet to sump/injection well.
   b. Determine how water is supposed to drain from the structure and assess the ability of the structure to allow water to drain as designed.
   c. If possible, do visual inspection of inside of sump/injection well.
   d. Look for cracks, missing or broken pieces in the walls/sides of structure.
   e. Do inside visual inspection to see what needs to be cleaned.
2. Process
   a. Clean using a vac truck/trailer, cleaning the sides of the structure and sucking out sediment on the bottom.
   b. Remove fine sediments that might inhibit the drainage of water if the structure is designed such that the water drains out the bottom.
   c. Clean those places where to water drains if the structure is designed to drain out the sides of the sump/injection well.
   d. Clean inlets and overflow outlets.
3. Clean-up
   a. When vac truck is full of sediment take it to Logan City to dump all the sediment out of the truck into a dry pond.
   b. When sediment is dry, clean it up with a backhoe, put it into a dump truck and take it to the landfill.
4. Documentation
   a. Keep logs of culverts/storm water pipes wells cleaned.
   b. Record the amount of waste collected.
   c. Keep any notes or comments of any problems.

STREETS/STORM DRAIN — Detention Ponds

Description: This section contains information on the maintenance and cleaning of storm drain detention ponds and structures. This also includes what methods to use to remove sediment and debris from the structure. A record keeping process is also outlined for maintenance.

Applicability: Maintenance of detention structures.

1. Preparation:
   a. Remove any sediment and trash from grates.
   b. Do a visual inspection to make sure grates are in good shape and everything is in good working order.
   c. Remove grates, inspect inside of structures/boxes/pipes.
2. Process
   a. Provide outlet protection where feasible to minimize the amount of debris that might leave basin during cleaning process.
   b. If necessary, clean basin by using backhoe to remove silt and sediment off the bottom
   c. Place all sediment into a dump truck.
   d. Clean structures as described for in cleaning catch basins SOP.
3. Clean-up
   a. Haul and dump sediment at the landfill.
4. Documentation
   a. Keep logs of number of detention basins cleaned including date, estimated quantity of material, individuals involved in cleaning, and a description of the type of debris removed.
   b. Record the estimated amount of waste collected.
   c. Keep any notes or comments of any problems.

STREETS/STORM DRAIN — Creek Maintenance

Description: This section contains information on the maintenance and preservation of natural water courses including creeks and streams. This also includes identifying what maintenance needs to be done and the method of how it will be accomplished. Record keeping is necessary for stream maintenance.

Applicability: Maintaining any creek or stream.

1. Preparation
   a. Monitor streams on a regular basis (Monthly).
   b. Check culverts and crossings after every storm or runoff event.
   c. Maintain access to stream channels wherever possible.
   d. Identify areas requiring maintenance.
   e. Determine method of maintenance that will be least damaging to the channel.
   f. Determine what manpower or equipment will be required.
   g. Obtain necessary permits as required by the Army Corp. of Engineers or State Engineers Office.
   h. Identify access and easements to area requiring maintenance.
2. Process
   a. Follow requirements of permits as applicable.
   b. Use techniques to minimize disruption to the stream bank or channel
   c. Install clean materials free of pollutants and contaminants.
   d. Place removed materials in an area upland of the waterway to prevent them from re-entering the channel.
3. Clean-up
   a. Stabilize all disturbed soils.
   b. Haul all debris or sediment removed from area to approved dumping site.
   c. Remove all tracking from paved surfaces near maintenance site, if applicable.
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.
   d. Use "before" and "after" photographs to document activities as applicable.

STREETS/STORM DRAIN — Canal/Ditch Maintenance

Description: This section contains information on the maintenance and preservation of canals. This also includes identifying what maintenance needs to be done and the method of how it will be accomplished. Record keeping is necessary in canal maintenance.

Applicability: Maintaining canal or irrigation ditch.

1. Preparation
   a. Monitor canals on a regular basis (Monthly).
   b. Establish maintenance responsibilities with irrigation company boards and operators.
   c. Create a maintenance schedule with the irrigation company.
   d. Identify areas requiring maintenance with irrigation company annually at a minimum.
   e. Identify access and easements to canal area.
   f. Establish procedures for removal of material from canal maintenance. Including stockpiling of material removed or hauling methods.
   g. Check canal/ditch crossings on schedule, including during and after storm events.
   h. Determine what man power or equipment will be required.
2. Process
   a. Perform maintenance as outlined in agreement with irrigation company
   b. Install clean materials free of pollutants and contaminants.
   c. Place removed materials in an area upland of the watercourse to prevent them from re-entering the channel.
   d. Haul material away as outlined in agreements with irrigation company.
3. Clean-up
   a. Stabilize all disturbed soils.
   b. Haul all debris or sediment removed from area to approved dumping site.
   c. Remove all tracking from paved surfaces near maintenance site, if applicable.
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.
   d. Use "before" and "after" photographs to document activities as applicable.

STREETS/STORM DRAIN — Chip Seal

Description: This section contains information on the protection and maintenance of storm drain system while chip sealing roadways. This also includes guidelines for chip sealing and for the cleaning of roadways after a chip seal has been applied.

Applicability: Chip sealing roadways.

1. Preparation
   a. Remove weeds from the roads.
   b. Correct any areas with poor drainage.
   c. Clean and dry areas where materials are to be applied. Ensure manholes and catch basins are covered to prevent oil and materials from getting inside the structures or system.
   d. Calibrate spreader to minimize excess chips from being placed on the emulsion.
   e. Review standard operating procedure with contractor performing work.
2. Process
   a. Apply emulsion at recommended rate.
   b. Spread chips closely behind emulsion distributor.
   c. Roll chips. Rollers follow closely behind the chip spreader. Roll entire surface twice. Maximum speed 5 mph
3. Clean-up
   a. Use street sweeper to pick up excess chips.
   b. Remove excessive asphalt applications and spills.
   c. Remove covers from storm drain structures and remove debris that has entered the collection system.
4. Documentation
   a. Record location and date on the maintenance log.

STREETS/STORM DRAIN — Seal Coat/HAA5

Description: This section contains information on the protection and maintenance of storm drain system while applying slurry seal to roadways.

Applicability: Applying slurry seal to roadways.

1. Preparation
   a. Remove weeds from the roads.
   b. Clean and dry areas where materials are to be applied.
   c. Correct any areas with poor drainage.
   d. Cover/protect catch basins and manholes.
   e. Review standard operating procedure with contractor performing work.
2. Process
   a. Apply seal coat in a smooth and uniform manner.
   b. Protect adjacent areas and storm drainage systems from product during application.
3. Clean-up
   a. Remove covers/protection from catch basins and manholes.
   b. Clean up any excess material that may have entered the storm drain.
   c. Dispose of excess materials at an approved location.
4. Documentation
   a. Record location and date on the maintenance log.

STREETS/STORM DRAIN — Overlays and Patching

Description: This section contains information on the protection and maintenance of storm drain system while the roadway is being overlaid or patched.

Applicability: Overlaying or patching roadways.

1. Preparation
   a. Correct any areas with poor drainage.
   b. Fill pothole areas and soft spots.
   c. Seal cracks in asphalt.
   d. Manholes and catch basins are covered to prevent oil and materials from getting inside the structures or system.
   e. Surface should be clean and dry.
   f. Review standard operating procedure with contractor if performing work.
2. Process
   a. Apply tack coat uniformly at the required rate. Do not over apply.
   b. Protect area outside of work zone from overlay material.
   c. Place removed material in a truck for removal from the job site.
   d. Protect manholes and catch basins when raising covers as necessary.
3. Clean-up
   a. Remove covers from catch basins and manholes
4. Documentation
   a. Record location and date on the maintenance log.

STREETS/STORM DRAIN — Crack Seal

Description: This section contains information on the protection and maintenance of roadway and storm drain system while cracks are being sealed on roadway surface.

Applicability: Crack sealing on roadways.

1. Preparation
   a. Remove weeds from the cracks.
   b. Remove sediments from crack to a specified depth.
   c. Surface should be clean and dry.
   d. Review standard operating procedure with contractor performing work.
2. Process
   a. Place material as specified.
   b. Minimize material from spilling outside of crack and into storm drain systems.
   c. Keep crack sealing equipment on asphalt surface to control any material spills.
3. Clean-up
   a. Remove excessive sealant or spills from roadway.
4. Documentation
   a. Record location and date on the maintenance log.

STREETS/STORM DRAIN — Shouldering

Description: This section contains information on the protection and maintenance of roadway and storm drain system while shouldering. This includes traffic control, cleaning, and record keeping of the project.

Applicability: Shouldering roadways.

1. Preparation
   a. Use traffic control devices as necessary.
   b. Install protection for storm drain system from receiving shouldering material.
   c. Determine quantity required for shouldering and distribute along roadway as needed trying to minimize stockpiles.
2. Process
   a. Place import material as needed and perform grading to achieve proper drainage.
   b. Compact as placement of material occurs to minimize erosion.
3. Clean-up
   a. Clean any loose material off asphalt or gutter by dry methods
   b. Remove protection from the storm drain system.
   c. Clean up any excess material, that has entered the storm drain system.
4. Documentation
   a. Record location and date on the maintenance log.

STREETS/STORM DRAIN — Gravel Road Maintenance

Description: This section contains information on gravel roadway maintenance and the protection of the storm drain system.

Applicability: Performing any maintenance on gravel roadways.

1. Preparation
    a. Locate drainage features along length of road to be maintained
    b. Protect drainage structures from material entering the system during maintenance activities
    c. Determine disposal site for excess materials
    d. Install traffic control as necessary.
    e. Stockpile material as necessary for the work.
    f. Install BMP's as necessary for the level of work to be performed.
2. Process
    a. Grade road to promote drainage away from the roadway.
    b. Place imported material as needed for roadway.
    c. Compact material quickly to maintain moisture content and reduce potential for erosion.
    d. Repair/revise drainage structures to collect runoff.
    e. Stabilize shoulders after completing maintenance.
    f. Install/maintain BMP's as necessary along roadway.
3. Clean-up
    a. Remove stockpiled material from work area.
    b. Stabilize any loose material or disturbed areas.
    c. Clean any tracked materials from paved surfaces.
4. Documentation
    a. Record location and date on the maintenance log.

STREETS/STORM DRAIN — Concrete Work

Description: This section contains information on proper concrete placement and how to clean a site to prevent excess concrete materials from entering the storm drain system.

Applicability: Performing any maintenance on roadways.

1. Preparation
   a. Train employees and contractors in proper concrete waste management
   b. Store dry and wet materials under cover, away from drainage areas
   c. Determine how much new concrete will be needed.
   d. Locate or construct approved concrete washout facility.
2. Process
   a. Remove any damaged concrete that may need to be replaced.
   b. Prepare and compact subbase.
   c. Set forms and place any reinforcing steel that may be required.
   d. Moisten subbase just prior to placing new concrete. Place new concrete in forms.
   e. Consolidate new concrete.
   f. Screed off surface.
   g. Let concrete obtain its initial set.
   h. Apply appropriate surface finish
3. Clean-up
   a. Perform washout of concrete trucks and equipment in approved washout area.
   b. Remove and dispose of excess concrete spilled on site. Sweep and remove concrete dust from grinding activities from the site.
4. Documentation
   a. None

STREETS/STORM DRAIN — Garbage Storage

Description: This section contains information on proper placement, installation, and cleaning of garbage dumpsters. Also, proper use and repair of damaged garbage bins to prevent leakage into drainage system.

Applicability: Garbage dumpster/bin location.

1. Preparation
   a. Locate dumpsters and trash cans with lids in convenient, easily observable areas.
   b. Locate dumpsters on a flat, impervious surface that does not slope or drain directly into the storm drain system.
   c. Install berms, curbing or vegetation strips around storage areas to control water entering/leaving storage areas.
   d. Provide properly labeled recycling bins to reduce the amount of garbage disposed.
   e. Provide training to employees to prevent improper disposal of general trash.
2. Process
   a. Inspect garbage bins for leaks regularly, and have repairs made immediately by responsible party.
   b. Have garbage bins emptied as often as needed to keep from overfilling.
   c. Keep lids closed when not actively filling dumpster.
   d. Make necessary improvements to prevent runoff from dumpsters to enter the storm drain system.
3. Clean-up
   a. Keep areas around dumpsters clean of all garbage.
   b. Wash out bins or dumpsters as needed to keep odors from becoming a problem.

STREETS/STORM DRAIN — Snow Removal and De-icing (Providence City)

Description: This section contains information on proper storage and loading of de-icing material in order to prevent materials from entering the storm drain system.

Applicability: Snow removal or application of de-icing materials.

1. Preparation
   a. Store de-icing material under a covered storage area.
   b. Collect and deliver water coming off the de-icing materials to the sanitary sewer or reuse as salt brine.
   c. Slope loading area away from storm drain inlets
   d. Design drainage from loading area to collect runoff before entering storm water system
   e. Wash out vehicles (if necessary) in approved washout area before preparing them for snow removal.
   f. Calibrate spreaders to minimize amount of de-icing material used and still be effective
   g. Train employees in spill cleanup procedures and proper handling and storage of de-icing materials
2. Process
   a. Load material into trucks minimizing spillage.
   b. Sweep loading area periodically to reduce the amount of de-icing materials exposed to runoff
   c. Distribute the minimum amount of de-icing material to be effective on roads
   d. Do not allow spreaders to idle while distributing de-icing materials.
   e. Park trucks with de-icing material inside when possible.
3. Clean-up
   a. Sweep up all spilled de-icing material around loading area.
   b. Clean out trucks after snow removal duty in approved washout area.
   c. Provide maintenance for vehicles in covered area.
4. Documentation
   a. None

STREETS/STORM DRAIN — Street Sweeping

Description: This section contains information and guidelines on proper street sweeping techniques in order to prevent high rates of oils and other pollutants from getting into the storm drain system.

Applicability: Streets with a high quantity of debris and pollutants.

1. Preparation
   a. Prioritize cleaning routes to use at the highest frequency in areas with the highest pollutant loading.
   b. Perform preventative maintenance and services on sweepers to increase and maintain their efficiency.
   c. Review standard operating procedure with contractor if performing work.
2. Process
   a. Drive street sweeper safely and pick up debris.
   b. Dispose of debris at an approved street sweeper disposal location.
3. Clean-up
   a. Clean street sweepers at an approved street sweeper cleaning station
   b. Street sweeping cleaning stations shall separate the solids from the liquids.
   c. Once solids have had a chance to dry out haul to the local landfill.
4. Documentation
   a. Keep accurate logs to track streets swept and streets still requiring sweeping.
   b. Log the approximate amount of debris collected and hauled off.

STREETS/STORM DRAIN — Transporting Soil and Gravel

Description: This section contains information for proper site preparation and maintenance while materials are being transported to or from a site. The use of a SWPPP is also recommended.

Applicability: Removing or importing fill materials for a site.

1. Preparation
   c. Dry out wet materials before transporting to prevent spillage on the roadway.
   d. Spray down dusty materials to keep from blowing.
   e. Know and understand the SWPPP requirements for the site you will be working at.
2. Process
   a. Use a stabilized construction entrance to access or leave the site where materials are being transported to/from.
   b. Cover truck bed with a secured tarp before transporting.
   c. Follow the SWPPP requirements for the specific site to/from which the materials are being hauled.
   d. Do not to overfill materials when loading trucks.
3. Clean up
   a. Clean up any materials tracked out on the roads from site with street sweeper or by hand methods.
   b. Wash mud from vehicles before leaving site.
4. Documentation
   a. Document tracked material cleanup in maintenance logs.

VEHICLES — Fueling

Description: This section contains information and guidelines for proper fueling of equipment and vehicles.

Permit Section: 4.2.6.4.4

Applicability: Fueling vehicles and equipment

1. Preparation

   a. Train employees on proper fueling methods and spill cleanup techniques.

   b. Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.

2. Process

   a. Shut off the engine.

   b. Ensure that the fuel is the proper type of fuel for the vehicle.

   c. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut off to prevent overfill.

   d. Fuel vehicle carefully to minimize drips to the ground.

   e. Fuel tanks shall not be 'topped off'.

   f. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the Facilities area.

   g. When fueling small equipment from portable containers, fuel in an area away from storm drains and water bodies.

3. Clean Up

   a. Immediately clean up spills using dry absorbent (e.g., kitty litter, sawdust, etc.) sweep up absorbent material and properly dispose of contaminated clean up materials.

   b. Large spills shall be contained as best as possible and the HazMat team should be notified ASAP.

4. Records

   a. Document training of employees.

VEHICLES — Washing

Description: This section contains information and guidelines for washing off equipment and vehicles.

Permit Section: 4.2.6.4.4

Applicability: Washing vehicles and equipment

1. Preparation

   a. Vehicles and equipment should be washed at an off-site location (car wash) when possible.

   b. No vehicle washing will be done where the drain system is connected to the storm sewer system.

2. Process

   a. Minimize water and soap use when washing vehicles inside the shop building.

   b. Soap should not be used when washing vehicles outside the shop building. Water only.

   c. Use hoses with automatic shut off nozzles to minimize water usage.

   d. When washing outside the building, it is the operators' responsibility to make sure all wash water is contained on the wash pad and does not have access to the storm drain.

   e. Never wash vehicles over or a storm drain.

3. Clean Up

   a. Sweep wash areas after every washing to collect what solids can be collected to prevent them from washing down the drain system.

   b. Clean solids from the settling pits on an as needed basis.

WATER — Planned Waterline Excavation Repair/Replacement

Description: This section contains information for proper waterline excavation. Including protection of storm drain inlets and clearing of gutters.

Applicability: Repairing or replacing waterlines.

1. Preparation
   a. Determine where discharge flow will go.
   b. Protect Storm drain inlet(s).
   c. Clean Gutters leading to inlet.
   d. Isolate waterline to be worked on.
2. Process
   a. Direct any discharge to pre-determined area.
   b. Neutralize any chlorine residual before discharging water to a storm drain or waterway.
   c. Backfill excavation.
   e. Haul off excavated material or stockpile nearby.
   f. Stabilize any stockpiled material until installed or hauled away.
3. Clean Up
   a. Clear gutter/ waterway where water flowed
   b. Clean up and stabilize all areas around excavation
   c. Clean up travel path of hauled material if necessary.
4. Documentation
   a. Use "before" and "after" photographs to document activities as applicable.

WATER — Unplanned Waterline Excavation Repair/Replacement

Description: This section contains information for proper waterline excavation when an unexpected leak has occurred. Including protection of storm drain inlets and clearing of gutters.

Applicability: Repairing or replacing waterlines when unexpected leak occurs.

1. Preparation
    a. Equip leak repair equipment with filter material (Inlet Protection Filter bags)
2. Process
    a. Stop the discharge
    b. Inspect flow path of discharged water
    c. Protect water inlet areas.
    d. Follow planned repair procedures.
    e. Haul off spoils from excavation
3. Clean-up
    a. Repair eroded areas as needed.
    b. Stabilize area from further erosion.
    c. Clean traveled path of hauled material
4. Documentation
    a. Use "before" and "after" photographs to document activities as applicable.

WATER — Transporting Excavated Materials & Spoils

Description: This section contains information for proper transport of dry excavated materials that may have environmental contaminants.

Applicability: Transport of excavated materials & spoils.

1. Preparation
   a. Utilize truck with proper containment of materials
   b. Determine disposal site of excavated materials
   c. Install BMP's if necessary for operations.
2. Process
   a. Load truck with materials
   b. Check truck after loading for possible spillage. Clean up when loading operations complete for the day.
   c. Cover truck with tarp.
   d. Transport in manner to eliminate spillage & tracking.
   e. Utilize one route for transporting.
3. Clean-up
   a. Clean loading area.
   b. Clean transporting route using sweeper or dry methods.
   c. Wash off truck and other equipment at approved wash location.
4. Documentation
   a. Document beginning of work, completion of work and any cleanup items performed on site.

WATER — Waterline Flushing for Routine Maintenance

Description: This section contains information for proper waterline flushing, protection of inlet structures, and maintaining a clean flow path for waterway.

Applicability: Waterline flushing for routine maintenance.

1. Preparation
    a. Determine flow path of discharge to inlet of waterway.
    c. Neutralize chlorine residual if necessary.
2. Process
    a. Clean flow path.
    b. Protect inlet structures.
    c. Use diffuser to dissipate pressure to reduce erosion possibilities
3. Clean-up
    a. Clean flow path
    b. Remove inlet protection if installed.
4. Documentation
    a. Document beginning of work, completion of work and any cleanup items performed on site.
    b. Residual tests of discharge water.

WATER — Waterline Flushing after Construction/System Disinfection with Discharge to Storm Drain

Description: This section contains information for proper waterline flushing, protection of inlet structures, and maintaining a clean flow path for waterway after a construction project or system disinfection with discharge to storm drain.

Applicability: Waterline flushing after construction projects or after system disinfection.

1. Preparation
   a. Determine chlorine content of discharged water. Utilize de-chlorination equipment if necessary.
   b. Determine flow path of discharge.
   c. Obtain discharge permit if necessary.
2. Process
   a. Protect inlets in flow path.
   b. Sweep and clean flow path.
   c. Use diffuser to reduce velocities.
3. Clean Up
   a. Remove inlet protection.
   b. Clean flow paths.
   c. Remove equipment from flush point.
4. Documentation
   a. Document beginning of work, completion of work and any cleanup items performed on site.
   b. Residual test of discharged water.

WATER — Waterline Flushing after Construction/System Disinfection with Discharge Haul Off (Used for Dust Control/Compaction)

Description: This section contains information for proper waterline flushing and the hauling off of the discharged water in a tanker to use for dust control and compaction

Applicability: Waterline flushing after construction projects or after system disinfection.

1. Preparation
   a. Determine chlorine content of discharged water.
   b. Neutralize chlorine content.
   c. Determine appropriate construction activity for treatment.
   d. Provide backflow prevention device.
2. Process
   a. Flush to tanker.
   b. Conform that application of water is in appropriate location.
   c. Conform to BMP's at the construction site to prevent tracking.
3. Clean-up
   a. Remove equipment from flush point.
4. Documentation
   a. Document beginning of work, completion of work and any cleanup items performed on site.
   b. Residual test of discharged water.
   c. Location of water discharged.

WATER — Chemical Handling/Transporting and Spill Response

Description: This section contains information for transporting or handling of chemicals and actions that need to be taken when a chemical spill occurs.

Applicability: Transporting or handling of chemicals and possible spill of contaminates.

1. Preparation
    a. Understand MSDS sheets for handling of product.
    b. Determine proper place of handling.
    c. Have necessary containment and spill kits at handling place.
2. Process
    a. Begin transfer process.
    b. Discontinue operations if spill levels occur.
    c. Disconnect and store handling equipment.
3. Clean-up
    a. Clean up spills with proper material.
    b. Dispose of contaminated material at appropriate facility.
4. Documentation
    a. Report spills to Bear River Health Department.

WATER — Swimming Pools and Spas Discharge to Storm Water System

Description: This section contains information and guidelines for the draining of swimming pools and spas into the storm drain or sanitary sewer systems.

Applicability: Pool and Spa draining into storm water or sanitary sewer systems.

Note: Pool owners may discharge their pool water and filter backwash water to the sanitary sewer. There are no limitations on chlorine content or pH levels for discharges to the sanitary sewer. It is also acceptable to discharge to the sanitary sewer if the water is cloudy discolored, or contains algae. The pool owner should contact Public Works Department prior to discharging water from any pool or spa regardless of where they plan to discharge the water - sanitary sewer, onto the ground, or in a manner such that it enters the storm water system. After approval has been given by the public works department, swimming pool water may be discharged into the sanitary sewer system or the storm water system. The city must ensure the sewer system can accommodate the additional swimming pool water discharge. There may be a fee associated with discharging pool or spa water into the sanitary sewer.

1. Preparation
   a. With the help of Public Works officials determine the best place to discharge the water from the pool/spa.
   b. A pool or spa may be emptied onto the ground or into the storm water system if the chlorine content is less than one part per million and free of other chemicals.
   c. The pH level of the water must be tested prior to discharge and must fall within a range of 7 to 8.
   d. The water must not be cloudy or discolored and must be free of algae or other contaminants.
   e. Do a visual inspection of the pathway the water will take to ensure contaminants, trash, or soils or other sediments will not be washed into the storm water system. Clean as needed.
2. Process
   a. Clean, as needed, any storm water structure that will be used to convey the water into and through the storm water system.

b. Drain the pool or spa to the location determined by Public Works officials using the pool system's pumps or by gravity.

c. Carefully watch the draining process at all times to ensure the water flow is going as planned and does not overload the system.

d. Water being discharged may not cause erosion and may not go into a neighbor's property without their express written permission.

3. Documentation

a. Keep logs of pools and spas drained. Record the amount of water drained and where the water was drained to. Keep any notes or comments of any problems.