


Standard Operating Procedures (SOPs) for:		
Fleet and Vehicle Maintenance		
Purpose of SOP:	Stormwater pollution prevention procedures for fleet and vehicle maintenance operations including emergency repair operations.	
Location of SOP:	(Indicate where SOP is kept – electronic or hard copy.)	
Administrator of SOP:	(Indicate who reviews and updates SOP.)	

Prerequisites

1. Employees should attend PACE's general stormwater pollution prevention training. Contact PACE at 303-786-PACE.
2. Employees performing the procedures in this SOP should read and refer to the materials in the *References and Related Procedures* section of this SOP.

Stormwater Protection Equipment and Materials

1. Weather proof containers
2. Polly or plastic pallets
3. Drum covers
4. Tarps
5. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan)
6. Drip pans

Standard Operating Procedures

1. Vehicle and Equipment Maintenance

- Move leaking vehicles or equipment indoors or under cover.
- Use drip pans for leaking vehicles that need to be stored outside.
- Contain leaking fluids and tag the vehicle to alert drivers that vehicle is non-operational.
- Perform all maintenance activities involving fluids indoors only (except in emergency cases).
- Dispose of wastewater from tire leak check appropriately (to sanitary sewer or interior drain).
- Clean all parts indoors using the appropriate parts washer.
- Wash vehicles in dedicated wash bays that drain to sanitary sewer.

2. Emergency Maintenance Operations

- Use drip pans underneath vehicles to catch leaks and drips.
- Have spill kits on all response vehicles.
- Move vehicle to an impervious surface if possible (for better spill clean up).
- Notify your supervisor of spills. (See *SOP: Spill Prevention, Clean up and Reporting*)

3. Good Housekeeping and Waste Disposal

- Clean up all spills promptly.
- Transfer fluids from drip pans to the appropriate waste containers immediately.
- Routinely check any equipment stored outside for leaks.
- Maintain oil/water separators according to municipal ordinance.
- Keep lids on dumpsters closed when not in use.
- Develop and maintain a maintenance schedule to check outdoor parking and storage areas for spills and or debris accumulation.
- Inspect parking and fueling areas daily. Designate employee(s) to perform these inspections.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in stormwater pollution prevention including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder or other location: _____ . (This is also recorded in PACE's training list).
2. Maintain a current copy of Spill Response Plan in SWPPP. Maintain a map of storm drain locations on the property. This is located at: _____
3. Keep a map, including location of storm drain inlets, in the facility's Stormwater Pollution Prevention Binder.

References and Related Procedures

PACE Government Operations website: <http://www.bouldercolorado.gov/www/pace/government/index.html>

1. PACE BMP: *Dewatering of Secondary Containment Structures*
2. PACE BMP: *Illicit Discharge Reporting*
3. PACE BMP: *Outdoor Container Storage*
4. PACE BMP: *Liquid Bulk Material Loading and Unloading*
5. PACE BMP: *Material Loading and Unloading*
6. PACE BMP: *Spill Clean Up*
7. PACE BMP: *Good Housekeeping And Spill Prevention*
8. PACE BMP: *Vehicle Maintenance and Storage*
9. PACE BMP: *Waste Management And Disposal*
10. PACE SOP: *Spill Prevention, Clean Up and Reporting*
11. PACE SOP: *Vehicle and Equipment Fueling*
12. PACE SOP: *Outdoor Materials Storage*
13. PACE SOP: *Waste Management and Disposal*
14. PACE Resource Sheet: *Vehicle Repair*