


Standard Operating Procedures (SOPs) for:		
<h1>Outdoor Materials Storage</h1> <p style="text-align: right;">Revised September 1, 2009</p>		
Purpose of SOP:	Stormwater pollution prevention procedures for the prevention of accidental releases of liquid or solid materials stored outdoors in containers, totes, drums, cartons, bulk tanks, bags, or stockpiles.	
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.
3. Designate personnel to conduct inspections of outdoor storage areas on a regular basis.

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. Storm drain inlet protection (wattles, berms and drain covers)

Standard Operating Procedures

1. Outdoor Storage Areas

- If possible, store all containers indoors whenever possible. If they must be stored outdoors, place them in a shed or under a roof.
- All containers and dry materials should be covered or have secondary containment.
- Place all containers on a plastic pallet or other device that elevates them off the ground or pavement and provides containment. This avoids contact with storm water run-on/run-off
- If possible, place containers on paved, impervious surfaces and as far from (or at a lower elevation than) storm drain inlets and drainage ditches as possible.
- Provide a spill kit near storage areas. Clean up any spills, leaks or discharges promptly.
- Inspect all containers stored outdoors regularly
- If a container is found to be leaking either empty the contents into a leak-tight container or place entire leaking container inside of a larger leak-tight container. Clean up any spills or leaks promptly.
- Do not drain accumulated water from secondary containment structures unless approved by a supervisor. See PACE BMP *Dewatering Secondary Containment Structures*.
- Inspect all containers stored outdoors regularly. Any containers that are leaking must be moved indoors immediately or placed in a leak-tight, "over-pack" container.

2. Sand, Salt, Dirt or Gravel Stockpiles

- Cover sand/salt piles with a tarp or store inside a building or under a roof.
- Contain stormwater run-off from dirt and gravel stockpiles by using barriers or berms.

3. Liquid Bulk Material Storage

- Provide impervious secondary containment for all Above Ground Storage Tanks (ASTs), except double-walled tanks, that is sufficient to contain the entire contents of the largest single tank plus an additional 4" of rainfall.
- Keep drain valves in secondary containment at ASTs locked in the closed position at all times. Open for draining only under supervision. For details on proper draining, see *BMP: Dewatering of Secondary Containment Structures*.
- Make sure an adequate spill kit with sufficient equipment and supplies is located near storage areas where spills are possible. Clean up any spills, leaks or discharges immediately.

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 general 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. Provide a written inspection and maintenance schedule of all areas. This is recorded in: _____
3. Keep a map of the facility, including storm drain inlets, in the Stormwater Pollution Prevention Binder.
4. Keep copies of current MSDS's for all materials stored outdoors.

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: *Outdoor Container Storage*
3. PACE BMP: *Spill Clean Up*
4. PACE BMP: *Good Housekeeping & Spill Prevention*
5. PACE SOP: *Snow Plowing, Storage and Deicer Application*
6. PACE SOP: *Spill Prevention, Clean Up and Reporting*
7. PACE SOP: *Waste Management, Storage and Disposal*