


Standard Operating Procedures (SOPs) for:		
Street Sweeping, Sweeper Cleaning and Waste Disposal		
		Revised September 1, 2009
Purpose of SOP:	Stormwater pollution prevention procedures for the operation of street sweepers, frequency of sweeping, disposal of debris, and cleaning of sweeper.	
Location of SOP:	(Indicate where SOP is kept: Facility SWPPP, other document or electronic).	
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. List of sweepers:

Standard Operating Procedures

1. Operation of the Street Sweeper

- Operate all sweepers according to the manufacturer's recommended procedures.
- While sweeping, drive between ____ and ____ mph.
- Make sure brushes and water spray hoses are functional before leaving the shop.
- Fill the water tank daily or as needed.
- Replace brushes when bristle length is less than _____ inches.

2. Sweeping Frequency

- Streets should be swept according to an established schedule. The schedule is located at: _____
(Please fill out the Table, below, or place a copy of your schedule here.)

Area	(Suggested) Minimum Frequency	Actual Frequency
Main Arterials	Every 2 weeks	
Commercial areas	Every 2 months	
Industrial areas	Monthly	
Downtown area	Every 2 weeks	
Municipal Parking Lots	Monthly	
Residential areas	2x's/year	
Hot Spots	Every 2 weeks	
Seasonal Sweeping	After leaf pickup in Fall or debris pickup in the Spring.	
Winter Sand Removal	CDPHE Regulation 16 - within 4 days of snow/sanding event.	
Outdoor Special Events	After each event	

- Have any "hotspot" areas been identified for extra sweeping? Where are they? _____
How often are they swept? _____x's/ _____

- Sweep after outdoor special events (fairs, festivals and parades).
Which events are identified? _____

3. Disposal of Sweeper Wastewater and Debris

- Always decant sweeper wastewater into the sanitary sewer. Decant areas are located at: _____
- Dispose of debris at the designated, temporary, storage area. The debris storage areas should be on an impervious surface and bermed.
- The temporary storage area is located at: _____
- Inspect and maintain the temporary storage area. Check area daily for run-on or run-off or debris scattering.
- Debris should be disposed of regularly or as needed.
- How often is debris disposed of? _____x's/ week _____x's/month other _____
- The permanent disposal site is located at: _____

4. Cleaning the Sweeper

- Scrape out left over debris from the hopper after the last dump of the day.
- Always wash sweepers in an area that drains to sanitary sewer.
- The wash area is located at: _____

5. Other SOPs

- Do not wash down any streets or curbs for routine cleaning.
- If spills or illegal discharges are seen report them immediately to _____ Stormwater Coordinator for City of _____ Phone #: _____

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 written street sweeping schedule or prioritized routes. This is recorded in: _____ (Facility SWPPP manual or separate document).
2. The number of loads or cubic yards removed per area (or per week) is recorded in: _____ (Facility SWPPP manual or separate document)
3. The number of miles driven per area or route is recorded in: _____ (Facility SWPPP manual or separate document).
4. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder. (This is also recorded in PACE's Training List).

References and Related Procedures

1. Street Sweeper manufacturer's instructions, operating manual or video.
2. Individual municipality's street sweeping scheduling and routing manual.

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

3. PACE BMP: *Illicit Discharge Reporting*
4. PACE BMP: *Street Sweeping and Road Maintenance*
5. PACE BMP: *Vehicle Washing*
6. PACE BMP: *Contracts and Property Leasing*
7. PACE SOP: *Fueling and Clean up of Fuel Spills*

8. PACE SOP: *New Construction*
9. PACE SOP: *Outdoor Special Events*
10. PACE SOP: *Parking Lot Maintenance*
11. PACE SOP: *Spill Prevention, Clean Up and Reporting*
12. PACE SOP: *Waste Management and Disposal*
13. PACE SOP: *Outdoor Materials Storage*
14. PACE Fact Sheet: *Street Smart*
15. PACE Resource Sheet: *Street Sweeping and Road Maintenance*