


Standard Operating Procedures (SOPs) for:		
<b>Waste Management, Storage and Disposal</b>		
Purpose of SOP:	Stormwater pollution prevention procedures for proper management, handling and storage of waste and/or garbage to prevent the discharge of pollutants to storm water from waste handling and disposal.	
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 refer to the materials in the *References and Related Procedures* section of this SOP.

**Stormwater Protection Equipment and Materials**

1. Dumpster covers
2. Tarps
3. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan)
4. Berms

**Standard Operating Procedures**

**1. Waste Management, Storage and Disposal**

- All waste receptacles should be leak-tight with tight-fitting lids or covers. Plastic liners can be used to ensure leak tightness.
- Keep lids on dumpsters closed at all times unless adding or removing material.
- Place waste receptacles indoors or under a roof or overhang whenever possible.
- Locate dumpsters on a flat, paved surface and, if possible, install berms or curbs around the storage area to prevent run-on and run-off.
- Sweep up around outdoor waste containers regularly.
- Arrange for wastes to be picked up regularly and disposed at approved disposal facilities.
- Waste disposal company \_\_\_\_\_ Phone number: \_\_\_\_\_
- Never place hazardous materials, liquids or liquid-containing wastes in a dumpster or trash receptacle. If liquid wastes must be disposed in the trash, absorb them with kitty litter or other absorbents before disposal.
- Non-hazardous liquid waste must be disposed in the sanitary sewer (if approved) or transported to a disposal site that will accept that type of wastewater.
- Do not wash out waste containers or dumpsters outdoors unless the wastewater drains to sanitary sewer or wash containers/dumpsters in a wash bay or floor drain that goes to the sanitary sewer.
- When working in the field, place all wastes in appropriate containers near the work site. If no public containers are available, containerize or bag the wastes and bring them back the shop for proper disposal.
- Minimize waste by purchasing recyclable products that have minimal packaging. Recycle cardboard, plastics and paper products as accepted by your local recycling agency.

**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. Keep records on all wastes disposed of including: hazardous waste manifests, trash removal statements (bills), receipts or invoices from recyclers.

### References and Related Procedures

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

1. PACE BMP: *Waste Management and Disposal*
2. PACE BMP: *Good Housekeeping*
3. PACE BMP: *Outdoor Materials Storage*
4. PACE BMP: *Spill Clean Up*
5. PACE BMP: *Facilities and Building Maintenance*
6. PACE BMP: *Good Housekeeping & Spill Prevention*
7. PACE SOP: *Spill Prevention, Clean Up and Reporting*
8. PACE SOP: *Pressure Washing and Exterior Surface Cleaning*