

Keep It Clean Partnership		
Standard Operating Procedures (SOPs) for: Storm Drain System Maintenance		
		Revised January 27, 2015
Purpose of SOPs:	Stormwater pollution prevention procedures for the maintenance of storm drain systems and disposal of the wastes produced from the activity.	
Location of SOPs:	<i>Indicate where SOP is kept – electronic or hard copy:</i> _____	
Administrator of SOPs:	<i>Indicate who reviews and updates SOPs:</i> _____	

Prerequisites

1. Employees should attend general stormwater pollution prevention training. Contact KICP at 303-441-1564.
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. Storm drain maintenance schedule
2. Storm drain system map
3. Vactor truck
4. Cameras and/or ROVs

Standard Operating Procedures

1. Stormwater System Inspection and Maintenance

- Stormwater system should be inspected for structural integrity, evidence of illicit discharges, and to determine areas prone to fast sediment accumulation or confirmed contamination
- Stormwater system (including inlets, lines, manholes, ditches, detention ponds and permanent BMP's) should be cleaned and maintained according to an established schedule (_____’s/year).
This schedule is located: _____.
- Report any areas needing attention and schedule repairs ASAP.
- Keep records of “hot spot” areas (areas prone to excessive sediment accumulation).
 1. Locations of hot spots _____
 2. How often are storm drain inlets cleaned or maintained? _____ x’s/ _____ (year).
 3. Time of year cleaned: _____
- Ensure water from jetting and flushing inlets and lines is not discharged into the storm system. Use a Vactor truck to vacuum up flush water downstream while jetting and flushing inlets and lines upstream.
- Report any suspected illegal connections or dumping to the municipal stormwater coordinator: _____ at: (303)_____ (See [http:// www.keepitcleanpartnership.org](http://www.keepitcleanpartnership.org) for list of stormwater coordinators.)

2. Decanting Wastewater from Vac Trucks

- Always decant wastewater from Vac trucks into the sanitary sewer.
- Decant areas are located at: _____

4. Debris Disposal and Storage

- Store debris from cleaning storm drains in an area that has an impervious surface or liner or in a temporary storage area or container. The debris storage area is located at: _____
- Always inspect and maintain the debris storage area. Check area for run-on or run-off or debris scattering.
- Debris should be removed and taken to the permanent disposal site regularly.
How often is debris disposed of? _____ x’s/ week _____ x’s/month Other: _____
- The permanent disposal site is at: _____

- If debris is suspected to be contaminated, it should be tested to determine the proper disposal method. The hazardous waste testing and disposal company is: _____.

5. Ditches and Detention Ponds

- Inspect ditches for signs of erosion.
- Track ditches prone to erosion and set maintenance schedule accordingly.
- Do not apply pesticides or fertilizers in drainage ditches, roadways or curbs.
- Do not disturb creeks, wetlands or sensitive wildlife habitat areas without a permit from Army Corps of Engineers (if applicable).
- Inspect detention ponds regularly to ensure proper functioning. Clean and maintain as needed.

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 Storm Drain System Inspection and Maintenance Schedule.
This schedule is located: _____.
2. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder (or other location: _____). This is also recorded in the KICP Training List.
3. Debris removal records are kept at: _____.
4. The inventory of hot spot areas where contamination has been confirmed and require frequent inspections is recorded here: _____.
3. Records of any testing done on debris removed from catch basins is located: _____.

References and Related Procedures

PACE Government Operations website: <http://pacepartners.com/index.php/municipal-stormwater-operations>

1. Stormwater BMPs: *Storm Drain System Maintenance*
2. Stormwater BMPs: *Dewatering of Secondary Containment Structures*
3. Stormwater BMPs: *Illicit Discharge Reporting*
4. Stormwater BMPs: *Outdoor Materials Storage*
5. Stormwater BMPs: *Contractor and Lease Language*
6. Stormwater BMPs: *Vehicle and Equipment Fueling*
7. Stormwater BMPs: *Vehicle Maintenance and Storage*
8. Stormwater BMPs: *Vehicle and Equipment Washing*
9. Stormwater SOPs: *Parking Lot Maintenance*
10. Stormwater SOPs: *Spill Prevention, Clean Up, and Reporting*