

Keep It Clean Partnership		
Standard Operating Procedures (SOPs) for Street Sweeping, Sweeper Cleaning and Waste Disposal Revised Jan. 27, 2015		
Purpose of SOPs:	Stormwater pollution prevention procedures for the operation of street sweepers, frequency of sweeping, disposal of debris, and cleaning of sweeper.	
Location of SOPs:	Indicate where SOPs are kept: Facility SWPPP, other document or electronic: _____	
Administrator of SOPs:	Indicate who reviews and updates SOP: _____	

Prerequisites

1. Employees should attend KICP general stormwater pollution prevention training. Contact KICP at 303-441-1564.
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 sweepers or other street cleaning equipment:

Standard Operating Procedures

1. Operation of Street Sweepers

- 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	

- List any "hotspot" areas that have been identified for extra sweeping. _____
How often are they swept? _____ x's/ _____
- Sweep after outdoor special events (fairs, festivals and parades).
List any events that are identified as priority areas. _____

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 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

→ Clean out solid debris and store in an impervious area or in a temporary disposal area such as a truck or dumpster.

→ Scrape out left over debris from the hopper after the last dump of the day. Dispose of waste in trash or dumpster or temporary storage area.

→ Always wash sweepers in a wash area or wash bay 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 located: _____
(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 Plan. (These names are also recorded in KICP's Training Attendees lists.)

References and Related Procedures

1. Street sweeper manufacturer's instructions, operating manual or video.

2. Individual municipality's street sweeping scheduling and routing manual.

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

4. BMPs: *Street Sweeping and Road Maintenance*

5. BMPs: *Vehicle and Equipment Washing*

6. BMPs: *Contracts and Property Leasing*

7. SOPs: *Fueling and Cleanup of Fuel Spills*

8. SOPs: *New Construction*

9. SOPs: *Outdoor Events and Festivals*

10. SOPs: *Parking Lot Maintenance*

11. SOPs: *Spill Prevention, Clean Up and Reporting*

12. SOPs: *Waste Management and Disposal*

13. SOPs: *Outdoor Materials Storage*