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.)

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

-> 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.
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