

Keep It Clean Partnership		
Standard Operating Procedures (SOPs) for: Outdoor Materials Storage		
		Revised January 27, 2015
Purpose of SOP:	Stormwater pollution prevention procedures for the prevention of accidental releases of liquid or solid materials stored outdoors in containers, totes, drums, cartons, bulk tanks, bags, or stockpiles.	
Location of SOP:	<i>(Indicate where SOP is kept – electronic or hard copy.)</i>	
Administrator of SOP:	<i>(Indicate who reviews and updates SOP.)</i>	

Prerequisites

1. Employees should attend general stormwater pollution prevention training.
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.
3. Designate personnel to conduct inspections of outdoor storage areas on a regular basis.

Stormwater Protection Equipment and Materials

1. Weather proof containers
2. Poly or plastic containment pallets
3. Drum covers
4. Tarps
5. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan).
6. Storm drain inlet protection (wattles, berms and drain covers)

Standard Operating Procedures

1. Outdoor Storage Areas

- Store all containers indoors whenever possible. If they must be stored outdoors, place them in a shed or under a roof.
- All containers and dry materials should be covered or have secondary containment.
- Place all containers on a plastic pallet or other device that elevates them off the ground or pavement and provides containment. This avoids contact with storm water run-on/run-off
- Place containers on paved or impervious surfaces and as far from (or at a lower elevation than) storm drain inlets and drainage ditches as possible.
- Provide a spill kit near storage areas.
- Clean up any spills, leaks or discharges promptly.
- Inspect all containers stored outdoors regularly
- If a container is found to be leaking either empty the contents into a leak-tight container or place entire leaking container inside of a larger leak-tight container. Clean up any spills or leaks promptly.
- Do not drain accumulated water from secondary containment structures unless approved by a supervisor. See PACE BMP *Dewatering Secondary Containment Structures*.
- Inspect all containers stored outdoors regularly. Any containers that are leaking must be moved indoors immediately or placed in a leak-tight, "over-pack" container.

2. Sand, Salt, Dirt or Gravel Stockpiles

- Store sand/salt inside a building or under a roof.
- If no building is available, cover sand/salt piles with a tarp.
- Contain stormwater run-off from dirt and gravel stockpiles by using barriers or berms.

3. Bulk Liquid Materials Storage

- Provide impervious secondary containment for all Above Ground Storage Tanks (ASTs), except double-walled tanks, that is sufficient to contain the entire contents of the largest single tank plus an additional 4" of rainfall or 110% of the capacity of the potentially stored volume (not just the largest tank).
- Keep drain valves in secondary containment at ASTs locked in the closed position at all times. Open for draining only under supervision. For details on proper draining, see *BMP: Dewatering of Secondary Containment Structures*.
- Make sure an adequate spill kit with sufficient equipment and supplies is located near storage areas where spills are possible. Clean up any spills, leaks or discharges immediately.

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 KICP's training attendees list).
2. Provide a written inspection and maintenance schedule of all areas. This is recorded in: _____
3. Keep a map of the facility, including storm drain inlets, in the Stormwater Pollution Prevention Binder.
4. Keep copies of current MSDS's for all materials stored outdoors.

References and Related Procedures

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

1. BMP: *Dewatering of Secondary Containment Structures*
2. BMP: *Outdoor Container Storage*
3. BMP: *Spill Clean Up*
4. BMP: *Good Housekeeping & Spill Prevention*
5. SOP: *Snow Plowing, Storage and Deicer Application*
6. SOP: *Spill Prevention, Clean Up and Reporting*
7. SOP: *Waste Management, Storage and Disposal*