

Keep It Clean Partnership		 KEEP IT CLEAN PARTNERSHIP Stormwater Protection BOULDER • BOULDER COUNTY • LONGMONT ERIE • LAFALETTE • LOUISVILLE • SUPERIOR <small>KeepItCleanPartnership.org 303-441-1439</small>
Standard Operating Procedures (SOPs) for: Parks, Golf Course and Open Space Maintenance		
		Revised April 3, 2015
Purpose of SOPs:	Stormwater pollution prevention procedures for maintenance of parks, golf courses, and open space properties.	
Location of SOPs:	<i>(Indicate where SOPs are kept- electronic or hard copy.)</i>	
Administrator of SOPs:	<i>(Indicate who reviews and updates SOPs.)</i>	

Prerequisites

1. Employees should attend KICP 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.

Stormwater Protection Equipment and Materials

1. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan).
2. Inlet protection devices (wattles, drain covers, berms, sand bags, and/or filter fabric)
3. Mulching mowers
4. Automatic timers
5. Rainfall sensors
6. ET controllers
7. Manufacturer’s recommendations for application and storage of pesticides

Standard Operating Procedures

1. General

- Never dump any liquids or other materials outside. Dispose of all liquids and materials appropriately - in a sanitary sewer.
- Ensure that the storm drains, ditches, inlets, catch basins, drainage channels, or underground lines on the property are properly maintained.
- Catch basins, inlets and culverts are scheduled to be cleaned X’s _____ / year.) If additional cleaning or maintenance is needed notify: _____ at: (____) _____.
- Keep all outdoor work areas neat and tidy. Sweep around work areas after each shift and properly dispose of all wastes.
- If possible, do not hose down outdoor work areas or trash/waste container storage areas. If these areas must be washed, ensure that wash water will enter the sanitary sewer or a landscaped area. Do not use soap. (*See Pressure Washing and Exterior Cleaning SOP*)

2. Irrigation Systems

- Set sprinklers to water at rates less than the infiltration rate of the soil, to water evenly over the vegetated area, and to minimize the amount of water falling on impervious surfaces.
- Automatic timers should be used on all irrigation equipment to minimize run-off and over irrigation. Monitor soil moisture content and adjust timer settings appropriately.
- Always replace or repair broken or leaking sprinkler heads as soon as possible.
- To report an irrigation problem or concern contact: _____ at (____) _____.

3. Landscaping, Lawn & Vegetation Maintenance

- Whenever possible, mulch-mow grasses.
- Sweep grass clippings and other vegetation debris from sidewalks or streets back on to grassy areas.
- Dispose of lawn clippings, leaves, tree trimmings, or other landscape waste appropriately. Grass clippings are stored at _____ or taken to _____ for disposal.
- If possible, dispose of organic wastes by composting. If composting is not possible, dispose of organic wastes at an approved disposal facility. Organic waste is composted at _____.

- If possible, control soil erosion by seeding, sod, mats, mulching, terracing or other effective methods. Use mulch or other erosion control methods to prevent erosion of exposed soils and flowerbeds.
- Do not apply bark or mulch on top of plastic sheeting unless the area is enclosed by a barrier-like lawn edging or it is far away from a storm drain inlet. Bark on plastic is easily washed off by heavy rainfall.
- If possible, design new or re-landscaped areas using xeriscape and Low Impact Development (LID) techniques to the maximum extent possible. Use hardy plant materials appropriate to the climate.
- Always follow the *Integrated Pest Management Plan*.
- Always follow the *Fertilizer, Herbicide and Pesticide Application SOP*.

4. Buildings and Structures

- Never discharge waste and/or wastewater from cleaning and repair of exterior surfaces into the Municipal Separate Storm Sewer System (MS4).
- Always follow the *Pressure Washing and Exterior Cleaning SOP* when power washing buildings or structures.
- Use inlet protection devices, such as wattles, berms or drain covers, when constructing or repairing paved sidewalks, driveways or other structures to protect any storm drain inlets or ditches that are within 25 feet or are at the same or lower elevation than the work area.
- If possible, use rub-on techniques for graffiti removal or re-paint over the affected areas.
- If pressure washing graffiti, capture any wastewater, debris, solvent wastes or solid wastes from graffiti removal with tarps or wet vacs and dispose of in sanitary sewer.

5. Vehicle & Equipment Washing and Storage

- Vehicles, equipment and mowers are washed at: _____, which drains to the sanitary sewer or an approved holding tank or infiltration area.
- Vehicles and mowers may also be washed at a commercial or other designated car washing facility.
- If possible, perform all maintenance and repair work inside shop. (Only emergency repairs and maintenance activities that do not involve fluids may be performed outdoors.)
- Do not store leaking vehicles or equipment outdoors. Contain the leak, repair immediately, or move indoors and repair.
- Notify shop supervisor _____ at (_____) _____ when leaving a leaking vehicle at Fleet Services or at your shop.

6. Painting and Staining

- Do not clean tools and brushes over or near a storm drain.
- Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of the wastes. Avoid performing activities near storm drains.
- Enclose spray-painting operations with tarps or other means to minimize wind drift and to contain overspray.
- Clean paint brushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied into sanitary sewer drains.
- Clean brushes and tools used for oil-based paints, finishes, thinners, solvents or other materials over a tub or container and dispose of the cleaning wastes at an approved hazardous waste facility.
- Immediately clean up any spills of paints, cleaners or other maintenance chemicals or supplies. (*See: Spill Prevention, Clean up and Reporting SOP*)
- Store paints, stains and solvents inside, or under cover and with secondary containment (as per manufacturer's recommendations).

7. Swimming Pool Maintenance (*You may delete this section if not applicable.*)

- Do not discharge pool water to a street or storm drain when draining pools or hot tubs. Discharge water to vegetated landscape or the sanitary sewer if permitted to do so. If using the storm drain system to discharge de-chlorinated pool water, be sure to follow the guidance developed by CDPHE at: [Discharges of pools, hot tubs, decorative fountains and other facilities](#).
- Never clean pool filters in the parking lot or near a storm drain.
- Do not hose down pool decks or sidewalks if the wash water will flow to pavement, street or the storm sewer system. Direct wash water to landscaped or grassy areas or to sanitary sewer.

→ Store all pool chemicals indoors and under cover.

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 – annually or bi-annually.

Record Keeping and Documentation

1. Keep a list of all employees trained in the department's Stormwater Pollution Prevention Binder. Also kept in KICP Training Lists.)
 2. Records of all maintenance activities are kept at:
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References and Related Procedures

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

1. SOPs: *Pesticide and Fertilizer Application*
2. SOPs: *Fueling and Clean up of Fuel Spills*
3. SOPs: *Outdoor Materials Storage*
4. SOPs: *Parking Lot Maintenance*
5. SOPs: *Pressure Washing and Exterior Cleaning*
6. SOPs: *Spill Prevention, Clean up and Reporting*
7. SOPs: *Waste Management and Disposal*
8. BMPs: *Facilities and Building Maintenance*
9. BMPs: *Good Housekeeping & Spill Prevention*
10. BMPs: *Illicit Discharge Reporting*
11. BMPs: *Landscape and Lawn Maintenance*
12. BMPs: *Outdoor Container Storage*
13. BMPs: *Spill Clean Up*
14. CDPHE: [Low Risk Guidance: Discharges of pools, hot tubs, decorative fountains and other facilities](#)