


Keep It Clean Partnership		
<b>Standard Operating Procedures (SOPs) for Street Sweeping, Sweeper Cleaning and Waste Disposal</b> 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*