


Keep It Clean Partnership		 <b>KEEP IT CLEAN PARTNERSHIP</b> Stormwater Protection <small>BRUCE • BOULDER COUNTY • GOSHUTE          ERIE • LAFAYETTE • LOUISVILLE • SUPERIOR</small> <a href="http://KeepItCleanPartnership.org">KeepItCleanPartnership.org</a> 303-441-1439
<b>Standard Operating Procedures (SOPs) for:          Waste Transfer Stations and Recycling Collection Centers</b> Revised Jan. 2015		
Purpose of SOPs:	Stormwater pollution prevention procedures for proper management and storage of waste, trash and recycling materials at residential waste transfer stations and recycling drop-off collection centers.	
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 general stormwater pollution prevention training. Contact Boulder County Public Health at 303-441-1564.
2. Employees performing the procedures in this SOP should refer to the materials in the *References and Related Procedures* section of this SOP.

**Stormwater Protection Equipment and Materials**

1. Dumpster covers
2. Tarps
3. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan)
4. Berms

**Standard Operating Procedures**

**Waste Management, Storage and Disposal**

- All waste and recycle receptacles must be leak-tight with tight-fitting lids or covers. Plastic liners can be used to ensure leak tightness.
- Keep lids on dumpsters and containers closed at all times unless adding or removing material.
- Place waste or recycle receptacles indoors or under a roof or overhang whenever possible.
- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- Sweep up around outdoor waste containers regularly.
- Clean up any liquid leaks or spills with dry clean-up methods. (See *Spill Clean Up BMPs or Spill Prevention, Clean Up and Reporting SOPs*.)
- Arrange for wastes or recyclables to be picked up regularly and disposed at approved disposal facilities.  
 Waste/recycle disposal company: \_\_\_\_\_ Phone number: ( ) \_\_\_\_\_
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster, recycle or trash receptacle.
- If any liquid, non-hazardous waste is generated, it must be disposed in the sanitary sewer (if approved) or transported to a disposal site that will accept that type of wastewater.
- Do not wash out waste or recycle containers or dumpsters outdoors or in a parking lot.
- Containers, compactors and dumpsters must be washed in a wash bay or over a floor drain that goes to the sanitary sewer or return dumpsters to the waste disposal contractor for cleaning at the contractor's facility.

**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 must 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 Plan binder or other location. (This is also recorded in KICP's Training List.)
2. Keep records on all wastes disposed of including: hazardous waste manifests, trash removal statements (bills), receipts or invoices from recyclers.

### **References and Related Procedures**

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

1. Stormwater BMPs: *Facilities and Building Maintenance*
2. Stormwater BMPs: *Waste Management and Disposal*
3. Stormwater BMPs: *Good Housekeeping*
4. Stormwater BMPs: *Outdoor Container Storage*
5. Stormwater BMPs: *Spill Clean Up*
6. Stormwater SOPs: *Waste Management and Disposal*
7. Stormwater SOPs: *Pressure Washing and Exterior Surface Cleaning*
8. Stormwater SOPs: *Spill Prevention, Clean Up and Reporting*