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## E- Standard Operating Procedures

## Standard Operating Procedures for Landscape Maintenance

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Prerequisites: Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP.

### Stormwater Protection Equipment and Materials

1. Spill kit and equipment for dry clean up (socks, absorbent pads, absorbent materials, broom, and dustpan)
2. Storm drain inlet protection devices (drain covers, booms, berms)
3. Tarps with tie downs
4. Drip pans
- 5 Wash Pad

### Standard Operating Procedures General Landscaping Maintenance

- a. Remove litter, debris, and trash from the landscaped and surrounding areas prior to mowing activities. Properly dispose of the materials in a designated receptacle.
- b. During blowing operations take care not to blow clippings, dirt, sand, or debris into storm drains or stormwater conveyance structures.
- c. After mowing activities collect all clippings/trimming/waste and take to the designated area. Do not hose down outside areas.  
Fertilizers applications are made during period of maximum plant uptake based on plant species.
- d. Whenever possible control soil erosion by seeding, sod, mats, mulching, terracing or other approved methods.

### Landscaping Materials Storage

- a. All bagged materials ( i.e. ice melt, etc.) must be stored indoors whenever possible. If they must be stored outdoors, place them under cover.
- b. All dry materials stored outside should be covered and when possible have secondary containment.
  - i. When storing stockpiles of sand, salt, dirt, mulch, gravel cover piles with a tarp in good condition
  - ii. Contain stormwater run-off from stock piles using a barrier or berm
- c. 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.
- d. Provide a spill kit near storage areas.
- e. Clean-up any spills, leaks or discharges promptly.
- f. Inspect all containers stored outdoors regularly
- g. 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.
- h. Do not drain accumulated water from secondary containment structures unless approved by a supervisor.

#### Equipment Maintenance and Repair

- a. Move leaking equipment indoors or onto impervious surface and under cover. i. Use drip pans or absorbent pads.
- b. If equipment is inoperable tag equipment “DO NOT USE”
- c. Perform all maintenance activities (except for emergencies) indoors.
- d. Transfer fluids from drip pans to appropriate waste containers.
- e. Routinely check equipment for signs of leaks.
- i. Notify supervisor if a leak is discovered or suspected.
- f. Sweep and pick up trash in maintenance and repair areas daily.

#### Equipment Washing

- a. Small equipment should only be washed inside at designated washing areas.
- b. Large equipment in good condition, with no signs of leaks, may be washed at the wash station located behind Facilities Management.
- c. Consult with the campus fleet mechanic for materials and instructions for utilizing the equipment wash station
- d. Only use approved water-based or detergent cleaners.
- e. Mop buckets and mop water may only be dumped inside at designated areas.

#### Contractors

- a. Contracts should include Stormwater pollution prevention.
- b. Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

\*\*Use of fertilizers, herbicides and pesticides are prohibited on campus grounds.

## Standard Operating Procedures for Spill Prevention and Response

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Prerequisites: Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP.

### Stormwater Protection Equipment and Materials

1. Spill kit and equipment for dry clean up (socks, absorbent pads, absorbent materials, broom, and dustpan)
2. Storm drain inlet protection devices (drain covers, booms, berms)
3. Hazardous Materials Emergency Response and Security Plan

### Standard Operating Procedures

#### Spill Prevention

- a. Whenever possible, liquid or hazardous materials should be handled, used, stored, re-packing, and transferred indoors or under cover.
- b. Deliveries of bulk liquids should be supervised. Down gradient storm drain inlets should be covered during deliveries.
- c. Cover and contain containers, materials, and wastes.

#### Spill Kit Maintenance

- a. Spill kits are located at each high priority area.
- b. Environmental, Health, and Safety is responsible for spill kit(s) inventory and the reordering of supplies.

#### Spill Clean Up and Storm Drain Protection

- a. Clean up minor spills (< 5 gallons) immediately.
- b. Block any down gradient storm drains with berms, covers, absorbent socks or “pigs”.
- c. Never hose down spills or leaks.
- d. Always use “Dry Clean-up Methods” for clean-up of liquid spills (gasoline, diesel, paint, kitchen grease)
  - i. Spread absorbents (loose absorbents, sheets, pillows, pigs, or socks) on the spill.
  - ii. Sweep up or pick up the absorbed materials.
  - iii. Dispose of wastes properly and in accordance with all regulations.
- e. If fluids are leaking or have spilled on an impermeable surface, such as a roadway, locate nearest down gradient storm drain and dike or berm the drain to prevent fluids from entering it.
- f. After clean up, be sure to sweep up the contaminated absorbent and remove the berm or dike at storm drain.
- g. If fluids are leaking or have spilled on a permeable surface, such as gravel, soil or grass, mark the area and report the spill your supervisor.

Refer the Hazardous Materials Emergency Response and Security Plan located on the EH&S website for details regarding reporting, logging, and other critical procedures.

<https://www.vims.edu/intranet/safety/programs/emrresp.php>

## Standard Operating Procedures for Parking Lots, Driveways, and Pervious Surface Maintenance

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Prerequisites: Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP.

### Stormwater Protection Equipment and Materials

1. Spill kit and equipment for dry clean up (socks, absorbent pads, absorbent materials, broom, and dustpan)
2. Storm drain inlet protection devices (drain covers, booms, berms)

### Standard Operating Procedures

#### General Maintenance

- a. Clean leaves, trash, and other debris from parking lots and garages including stormwater conveyance systems regularly.
- b. Sweep parking lots with a street sweeper annually.
  - i. Sweeping should occur after sanding/deicing events
  - ii. Sweeping should occur after special events or construction
- c. Use dry clean-up methods (e.g. absorbents) to clean up any automotive spills/leaks and dispose of properly.
- d. Ensure any storm drains/catch basins are marked with a stormwater medallion.

#### Paving, Patching, Re-surfacing, and Concrete Projects

- a. Re-seal, pave, or patch on dry days when no rain is expected and stop paving activities well before rainfall is expected.
- b. Use cold patch products when possible.
- c. Pre-heat, transfer, or load hot asphalt far away from storm drain inlets.
- d. Protect or block nearby, downstream, storm drain inlets from debris from maintenance work (asphalt cap, chip sealing, concrete breaking, or saw cutting). Leave inlet protection in place until the job is complete. Clean up debris from around inlets and dispose of properly.

#### Contractors

- a. Contracts should include Stormwater pollution prevention language.
- b. Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.