



Stormwater Pollution Prevention Standard Operating Procedure (SOP)

Vehicle and Equipment Maintenance and Cleaning	
Date:	July 31, 2015
Purpose of SOP:	To establish standard, consistent stormwater pollution prevention procedures for vehicle and equipment maintenance and washing activities to prevent the discharge of pollutants related to these activities.
MS4 Permit Reference	Section II.B.6.a
Responsible Party	Robert B. Boxer, PE, Director of Public Works

Vehicles and equipment can become sources of pollution as a result of leaks and spills during operation and maintenance if proper measures are not implemented. Further, vehicle and equipment wash water is prohibited from being discharged into the MS4 without authorization under a separate VPDES permit.

Pollutants may include, but are not limited to, petroleum products, antifreeze, solvents, battery acid, detergents, and heavy metals. This SOP has been designed to minimize or prevent pollutant discharges from these activities.

1) Responsible Parties

- a) Town Staff. Preventive vehicle and equipment maintenance is primarily performed by the General Services Activity Center of the Department of Public Works. Minor repair and response to spills also affects Grounds Maintenance and Street Maintenance.
- b) Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with vehicle and equipment maintenance and cleaning. The requirements of this SOP will be discussed with contractors in project contract discussions or other appropriate venues to ensure a complete understanding of the details of this SOP.

2) Equipment and Vehicle Maintenance

- a) Cover from Precipitation. To the extent possible, all maintenance activities should be conducted indoors or under cover.

- b) Designated Waiting Area. A designated area will be established for equipment awaiting maintenance.
 - i. The designated area should be located away from storm drain inlets or other stormwater conveyances.
 - ii. Drip pans or other secondary containment should be placed under leaking, or leak-prone equipment.
 - iii. Additional drip pans should be located in an area that is easily accessible to the designated waiting area.
 - iv. Periodic, and preferably daily, visual inspections of the designated area should be conducted to identify any issues that could affect surface waters.

- c) Fluid Storage. Fluids such as fuel, antifreeze, hydraulic fluid, motor oils, solvents, and similar materials will be properly managed to prevent discharge to surface waters.
 - i. Fluids should be stored under cover and within a secondary containment structure, such as a concrete secondary containment structure, spill pad, or similar structure.
 - ii. Keep waste oil, antifreeze, and other fluids properly covered and contained in tight fitting containers with proper labeling.
 - iii. Keep fluids as far away as possible from bay doors or other places where a leak or spill could reach an outside area.

- d) Spills and Leaks. Spills and leaks will be cleaned up immediately.
 - i. Spill kits with absorbent materials, drain covers or plugs (if applicable), and instructions must be located within 50 feet of designated maintenance areas.
 - ii. Dry clean-up methods shall be used to clean up spilled material. This includes the use of absorbent pads, granular absorbent, booms, and similar measures.
 - iii. Waste sorbent material shall be drained of free flowing material and disposed of as solid waste in accordance with local regulations.
 - iv. Water should never be used to clean up spilled material.
 - v. Wash down of pavement should not occur until all spills and leaks have been cleaned up. If a buildup of waste materials is present on the pavement, the resulting wash water must be contained and disposed of in a sanitary sewer.

- e) Work Space.
 - i. Sweep the maintenance area as needed to prevent a buildup of pollutants.
 - ii. A trash receptacle must be provided in/near the maintenance area.
 - iii. Areas shall be maintained in an orderly manner to minimize the chance for spills and leaks.

- f) Inspections. Inspect equipment for damaged hoses and leaky gaskets routinely and repair or replace immediately.

- g) Parts Washing.
 - i. Only wash parts in a designated area (e.g., parts washer) and verify that no wash water is discharged during the process.
 - ii. Dispose of parts wash water in an approved manner.

3) Washing Activities

- a) Washing Generally. Washing of vehicles and equipment will only be conducted inside the Town Shop facility in the bay designed for that purpose. Wash water from that facility enters the sanitary sewer system.

- b) Exceptions. If access to the designated wash area is not an option, the following alternatives must be used:
 - i. Use a commercial washing contractor that provides mobile washing services. All wash water must be contained and removed by the washing contractor. Town staff must oversee the activities to ensure proper containment and removal of the wash water.
 - ii. Use a commercial washing facility.
 - iii. If the washing is limited to removal of vegetative matter or soil particles, and can be done without the use of detergents, it can be conducted on a flat, grassy area away from storm drains, stormwater conveyances, or natural water ways. This practice will not be used to clean vehicles or equipment for salt, fuels, oil, etc.

4) Training

This SOP will be incorporated into annual training for applicable employees in accordance with the Town's MS4 Program Plan that involve vehicle and equipment maintenance and cleaning. Documentation of the training, including sign-in sheets and materials used, will be included in the Town's MS4 annual reports.