



Stormwater Pollution Prevention Standard Operating Procedure (SOP)

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| Utility Construction and Maintenance | |
| Date: | July 31, 2015 |
| Purpose of SOP: | To establish standard, consistent stormwater pollution prevention procedures for utility construction and maintenance 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 |

Utility construction and maintenance activities may become sources of pollution if proper measures are not implemented. This SOP has been designed to minimize or prevent pollutant discharges from these activities.

1) Responsible Parties

- a) Town Staff. Routine construction and maintenance of utilities is conducted by Street Maintenance and Water and Sewer personnel in the Department of Public Works.
- b) Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with utility construction and maintenance. The requirements of this SOP will be discussed with contractors in project contract discussions, pre-construction meetings, or other appropriate venues to ensure a complete understanding of the details of this SOP.

2) Utility Construction and Maintenance Controls

- a) Project Planning.
 - i. To the extent possible, all maintenance and construction activities should be conducted during periods of dry weather.
 - ii. The extent of areas excavated at one time should be minimized where possible to limit the active construction area.
- b) Excavation and Material Management. Installing new, or uncovering existing underground utilities must be done with care to avoid the discharge of pollutants to the drainage system.
 - i. Locate storm drain inlets prior to any excavation, and provide controls for inlets in close proximity to the work area.
 - ii. Existing vegetation in and around areas being excavated should be preserved to provide natural erosion control.

- iii. The extent of the excavation should be minimized to the extent practicable.
 - iv. Material excavated during trenching activities should be neatly stockpiled. In the event that the stockpiles must remain overnight, proper covering (secured tarps) and perimeter controls (sediment logs, straw bales, etc.) must be used.
 - v. Materials temporarily stockpiled in a roadway or other impervious surface that conveys directly to the MS4 should be removed by the end of the work day or prior to any precipitation, whichever comes first.
 - vi. If excavated material will not be used as backfill, the material should be removed from the site as soon as possible.
 - vii. If trench or pipe dewatering is necessary, provide appropriate sediment controls, such as dewatering bags or other sediment traps at the point of discharge. Additional permitting or authorization may be required to discharge to the drainage system.
 - viii. Dispose of all waste materials generated in the construction and maintenance process accordingly.
- c) Fluid Storage and Handling.
- i. Fluids should be stored in a general secondary containment structure (storage bin, truck bed, etc.) when not being actively used.
 - ii. All materials should be kept in tight fitting containers that are compatible with the material, and with proper labeling provided.
 - iii. To the extent possible, fluids should be added to equipment in a location that is adequate distance from a storm drain inlet. This is typically 25 feet or more.
- d) Spills and Leaks.
- i. Spill kits with absorbent materials should be onsite during all construction and maintenance activities.
 - 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 should be contained and disposed of in a sanitary sewer.
- e) Other Town SOPs.
- i. Refer to the Road, Street, Parking Lot, and Sidewalk Maintenance SOP for additional procedures for maintenance activities that involve asphalt and concrete surface repair and maintenance.
 - ii. Refer to the Outdoor Material Storage SOP for additional procedures for material storage.

3) Training

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