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SPILL INCIDENT	**SI-1**
Response & Reporting Decision Matrix	

1. Process: (When a spill is observed or a report of spill comes in)

Does the incident pose an immediate threat to life or health?

Yes – Call 911 (give description of material, amount, and extent)

- Describe incident in spill log.

No – Move to next step

Are you able to safely contain the spill with tools and/or material at hand?

Yes – Contain the spill and secure the area, then ensure clean-up is done

- Report according to the reporting list below, and
- Describe incident in spill log.

No – Move to next step

Is it during regular working hours?

Yes – Report according to reporting list below

- Describe incident in spill log.

No – Call 911 (give description of material, amount, and extent)

- Describe incident in spill log.
- On next working day report according to reporting list below

The Centerville City Drainage Utility Supervisor should be contacted after any spills and should assist in making appropriate calls/escalation processes. 801-292-8232

Follow SOP: Response & Reporting Contact List (SI-2)

SPILL INCIDENT	SI-2
Response & Reporting Contact List	

Pollutant Description - Report to:

Pollutant releases to water (surface or ground water):	Davis Co., UDEQ, & NRC
Hydrocarbons (fuel, oil), release of 25 gallons or more:	Davis Co. and UDEQ
Radiological Materials, any spill or release:	Davis Co. and UDEQ
Extremely Hazardous chemicals, 2.2 lb. or more: (e.g. Cyanides, Arsenic, Chlorine)	Davis Co. and UDEQ
Other Hazardous chemicals, 220 lb. or more:	Davis Co. and UDEQ
Underground Storage Tank, any leaking or release:	Davis Co. and UDEQ

Other spills, particularly those under the above limits and/or contained and cleaned up, do not need to be reported.

Phone Contact List:

Emergency	911
Centerville City Drainage Utility Supervisor	801-292-8232
Centerville Police Non-Emergency	801-292-8441
Davis County Environmental Health (Davis Co.)	801-525-5100
Utah Dept. of Environmental Quality (UDEQ)	801-536-4123
National Response Center (NRC)	1-800-424-8802
Utah Division of Solid and Hazardous Waste	801-538-6170
Utah Hazmat Response Officer	801-538-3745

Web Contact List:

Utah Dept. of Environmental Quality (UDEQ)	https://deq.utah.gov/general/report-an-incident

SPILL INCIDENT	SI-3
IDDE Inspection Form	

REPORTED INFORMATION

Reported by_____ Date _____

Location of discharge _____

Was a discharge or pollutant found? □ Yes □ No

Description of discharge _____

Amount of discharge (estimated) _____

Responsible Party Information _____

Report taken by

_____

INVESTIGATION INFORMATION

Date investigation began _____

Was source of discharge found? □ Yes □ No

Any discharge to storm drain? □ Yes □ No

Were samples collected for analytical monitoring? □ Yes □ No

Agencies discharge was reported to

_____ Date _____

_____ Date _____

_____ Date _____

ILLICIT DISCHARGE REMOVAL INFORMATION

Description of actions taken to remove the discharge

_____

_____

Has illicit discharge been eliminated? □ Yes Date_____ □ No

Future scheduled follow-up action _____ Date _____

ENFORCEMENT INFORMATION

List enforcement action(s) taken

Date _____ Enforcement action _____

Date _____ Enforcement action _____

SPILL INCIDENT	SI-4
Public Report Response Intake Form	

REPORT INFORMATION

Reported by_____ Date/time _____

Incident date/time: _____

Caller/reporter contact info:

Phone: _____ Email: _____

LOCATION OF DISCHARGE

Primary location

☐ Stream corridor (in/adjacent to stream)

☐ Upland area (land not adjacent to stream)

Secondary location

☐ Outfall ☐ In-stream flow ☐ Along banks ☐ Near storm drain
☐ Near other water source

Location description

_____
_____

Description of discharge (odor, appearance, etc.)

_____
_____

Amount of discharge (estimated) _____

Pollutants discharged, if known _____

Did the spill enter the storm drainage system or is it suspected to have entered the storm drainage system? If so, document where the pollutant entered the storm drainage system.

_____

Has the responsible party, or another on-site staff taken any action to remedy, mitigate, or clean up the spill? If so, what actions were taken, and what was the result?

_____
_____

What agencies was the spill reported to? _____

Was the Drainage Utility Coordinator notified? Yes / No

Report captured by (print and sign)

_____

SPILL INCIDENT	**SI-5**
Public Report Response Procedure	

1. Purpose:

   This Standard Operating Procedure (SOP) provides a step-by-step guide for responding to publicly reported illicit discharges, proper documentation, and notifying appropriate response authorities

2. Application:
   The procedures outlined in this document should be implemented upon receipt of a publicly reported illicit discharge.

3. Preparation:

   a. Prepare necessary equipment such as the following:
      i. Public Report Intake Form
      ii. Materials necessary for documenting gathered information

4. Initial Actions:

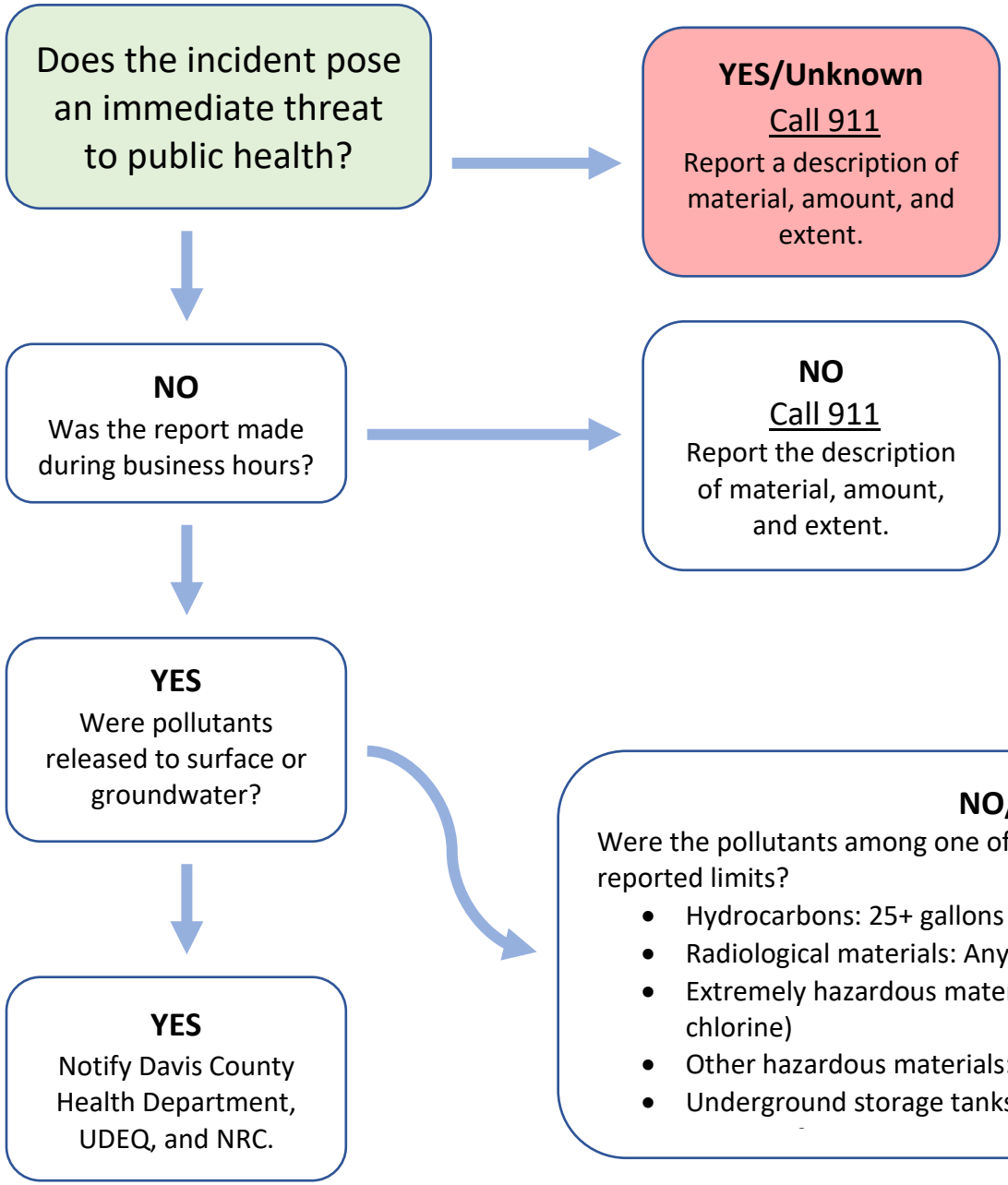
   a. Document the incoming report according to the workflow below and the information required in the *Public Report Response Intake Form.*

   b. Notify the Centerville City Drainage Utility Supervisor of the reported incident and provide a copy of the intake form.

5. Documentation and Record Keeping:

   a. Notify Drainage Utility Supervisor within 1 business day.

   b. Document the illicit discharge in the Centerville City Violation Log.



Phone Contact List

Emergency
911

Centerville City Drainage Utility Supervisor
801-292-8232

Centerville Police Non-Emergency
801-292-8441

Davis County Environmental Health
801-525-5100

Utah Department of Environmental Quality (UDEQ)
801-536-4123

National Response Center (NRC)
1-800-424-8802

Utah Division of Solid and Hazardous Waste
801-538-6170

Utah Hazmat Response Officer
801-538-3745

SPILL INCIDENT	**SI-6**
Incident Notification Procedures	

1. Purpose:

   This Standard Operating Procedure (SOP) provides a step-by-step guide for reporting and notifying appropriate parties in the event of an illicit discharge.

2. Application:

   This SOP should be used when first arriving and confirming whether a spill or other illicit discharge has happened. This SOP guides you to use the IDDE Inspection Form for use in responding to the report of an IDDE incident.

3. Preparation:

   a. Prepare necessary materials such as the following:
      i. Completed Discharge/Spill Inspection Report
      ii. Response and reporting contact list

4. Initial Actions:

   Notifying Property Owner/Operator (Residential/Commercial)

   Notify the property owner of the incident occurring on their property. The first notification shall serve as a warning, with the subsequent notification serving as a Notice of Deficiency. Following an unanswered/unresolved notice a of deficiency, a citation may be issued, and containment and cleanup actions may be required.

   a. Warning: Provide the owner, property manager, or operator a warning to correct problems with a reasonable deadline. Warnings may include a door tag, electronic communication, or direct communication. Document the date and method of the warning.

   b. If the responsible party does not correct the issue within the time frame, use the enforcement policy found in IE-1 to determine the next appropriate action.

   c. Removal and cleanup: If the issue persists without action or contact from the property owner, contain and remove the discharge source according to the procedures found in IDDE-4 *Eliminating an Illicit Discharge*.

   Coordinate with the City Attorney and Finance Department for the collection of charges related to citations or removal and cleanup operations.

Notifying Authorities/Agencies

a. Identify which agencies must be notified based on the pollutant type, volume, and location of the event (Table 1).

b. Notify necessary agencies of the incident, including any actions taken to eliminate the discharge.

c. Contact the responsible agency within 1 business day of the initial notification of the incident. Use Table 2 to locate required contact information.

Table 1. Reporting Requirements by Pollutant Type

Pollutant Description	Volume	Report to
Pollutant releases to water (surface or groundwater)	Any amount	Davis County Environmental Health, Utah Department of Environmental Quality (DEQ), Natural Resource Center
Hydrocarbons (fuel, oil)	25 gallons or more	Davis County and UDEQ
Radiological materials	Any amount	Davis County and UDEQ
Extremely hazardous chemicals	2.2 lbs. or more	Davis County and UDEQ
Other hazardous chemicals	220 lbs. or more	Davis County and UDEQ
Underground storage tank	Any amount	Davis County and UDEQ

Table 2. Reporting Agency Contact List

Agency/Organization	Contact Number/Address
Emergency	911
Centerville Drainage Utility Supervisor	801-292-8232
Centerville Police Non-Emergency	801-292-8441
Davis County Environmental Health	801-525-5100
UDEQ	801-536-4123
UDEQ (online)	https://deq.utah.gov/general/report-an-incident
National Response Center	1-800-424-8802
Utah Division of Solid and Hazardous Waste	801-538-6170

Agency/Organization	Contact Number/Address
Utah Hazmat Response Officer	801-538-3745

5. Documentation and Record Keeping

    a. Complete the IDDE Inspection Form with any information that was not completed while on-site.

    b. Document the date and time of notifications, corrective actions, and enforcement actions in the Violation Log.

    c. Obtain and maintain a copy of the incident report from the agencies involved in the incident response.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-1
Outfall Inspections	

1. Preparation:
    a. Make sure you have the following supplies for the field work:
        i. Camera, flashlight, smartphone (as appropriate), 1st aid kit, nitrile gloves, waterproof boots or waders, tape measure, phone or 2-way radio, watch (with stopwatch), GPS, and
        ii. Map(s) showing drainage system and outfalls in the area you plan to screen
        iii. pH and ammonia testers, thermometer, clear sample bottle(s), ziplock bags, and caulk or plumbers' putty, and
        iv. Physical or digital copies of *Field Sheet* (such as Appendix D-3 of the Center Watershed Protection's Illicit Discharge Detection and Elimination Guidance Manual)
    b. Notify private property owners whose property you'll need to be crossing.
    c. Inform an individual of your intent, location you're traveling, and time you will return.
2. Process:
    a. Upon arrival at each outfall/discharge, take photo(s), and gather information to complete *Field Sheet*
    b. Use the data observed, collected and recorded on Field Sheet and guidelines on *Field Sheet* to characterize the outfall/discharge as an "unlikely," "potential," "suspect," or "obvious" point of illicit discharge.
        i. Consider these as indicators: pH≤6 or pH >8, severity of 2; pH≤5 or pH >9, severity of 3; Ammonia ≥1.0, severity of 3.
        ii. If outfall is non-flowing and characterized as "obvious," "suspect," or "potential," place a caulk dam and schedule a return visit to attempt to collect a sample.
        iii. If characterized as "obvious," follow SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.
        iv. If characterized as "obvious" then initiate SOP: *Tracing an Illicit Discharge (IDDE-3)* and SOP: *Eliminating an Illicit Discharge IDDE (IDDE-4).*
        v. If outfall is flowing and characterized as suspect, initiate SOP: *Tracing an Illicit Discharge (IDDE-3)* and SOP: *Eliminating an Illicit Discharge IDDE (IDDE-4)* within two working days.
3. Clean-up:
    a. Place used gloves and other waste in bag and carry-out for disposal into waste bin.
    b. If any hazardous waste is produced (eg. used detergent/surfactant reagent), carry out and arrange for delivery to a hazardous waste facility.

Contact: Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US

(801) 232-0976

4. Documentation:
    a. Record any further actions taken for potential, suspect, and obvious illicit discharges.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-2
Manhole Inspections	

1. Preparation:
    a. Make sure you have the following supplies for the field work:
        i. Camera, flashlight, smartphone (as appropriate), 1st aid kit, nitrile gloves, waterproof boots or waders, tape measure, phone or 2-way radio, watch (with stopwatch), GPS, and
        ii. Map(s) showing drainage system and outfalls in the area you plan to screen
        iii. pH and ammonia testers, thermometer, clear sample bottle(s), ziplock bags, and caulk or plumbers' putty, and
        iv. Physical or digital copies of *Field Sheet* (such as Appendix D-3 of the Center Watershed Protection's Illicit Discharge Detection and Elimination Guidance Manual)
    b. Notify private property owners whose property you'll need to be crossing.
    c. Inform an individual (preferably your manager) of your intent, location you're traveling, and time you will return.
2. Process:
    a. Upon arrival at each mahole, take photo(s), and gather information to complete *Field Sheet*
    b. Use the data observed, collected and recorded on Field Sheet and guidelines on *Field Sheet* to characterize the outfall/discharge as an "unlikely," "potential," "suspect," or "obvious" point of illicit discharge.
        i. Consider these as indicators: pH≤6 or pH >8, severity of 2; pH≤5 or pH >9, severity of 3; Ammonia ≥1.0, severity of 3.
        ii. If outfall is non-flowing and characterized as "obvious," "suspect," or "potential," place a caulk dam and schedule a return visit to attempt to collect a sample.
        iii. If characterized as "obvious," follow SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.
        iv. If characterized as "obvious" then initiate SOP: *Tracing an Illicit Discharge (IDDE-3)* and SOP: *Eliminating an Illicit Discharge IDDE (IDDE-4).*
        v. If outfall is flowing and characterized as suspect, initiate SOP: *Tracing an Illicit Discharge (IDDE-3)* and SOP: *Eliminating an Illicit Discharge IDDE (IDDE-4)* within two working days.
3. Clean-up:
    a. Place used gloves and other waste in bag and carry-out for disposal into waste bin.
    b. If any hazardous waste is produced (eg. used detergent/surfactant reagent), carry out and arrange for delivery to a hazardous waste facility.

Contact: Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US (801) 232-0976

4. Documentation:

a. Record any further actions taken for potential, suspect, and obvious illicit discharges.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-3
Tracing an Illicit Discharge	

1. Preparation:
    a. Review map(s) showing drainage system and area contributing to location of the discharge.
    b. Bring traffic –control devices and safety equipment for entering manholes and inlet boxes.
    c. Bring water-quality screening equipment and sample containers.
2. Process:
    a. Travel around the streets/adjacent properties of the area contributing to the discharge point and look for anything that may help reveal the source of the discharge (if the source is found, skip to step c.)
    b. From the point of discharge, check the nearest up-stream manhole or inlet box for a similar discharge.
        i. Put on safety equipment and set up traffic controls according to MUTCD, part 6
        ii. Remove manhole or box cover (if necessary). Make an observation of any flow present.
        iii. Use water-quality screening equipment and sample containers, if needed, to determine whether the discharge is similar in nature to the discharge present below.
        iv. Progress up the system, repeating the previous step until the source of the discharge is found or the segment of the drainage system where the discharge enters the system is isolated.
        v. If the source is not found, yet the segment of the drainage system where the discharge enters is isolated, make arrangements to get a video with distance measurements of that segment of the drainage system to trace the source.
        vi. If further investigation is needed, consider using smoke tests, dye testing, sampling for additional water quality parameters, and requesting assistance from the Davis County Health Department.
    c. Determine whether the source is an illicit discharge (review list of allowed non-storm discharges in city ordinance Title 16, Chapter 4) and if so, report according to SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.
    d. Determine whether the source of the discharge is likely to need a separate UPDES discharge permit. If so, report to the Utah Division of Water Quality (SOP: *Response & Reporting Contact List (SI-2)).*
        i. Note: Most likely discharges in Centerville that may need a separate UPDES permit are from: Construction Activities and Construction Dewatering.
3. Documentation:
    a. Add relevant information to Discharge/Spill Inspection Report.
    b. Note any discrepancies in the storm drain system maps from what is found in the field. Make sure that the maps get updated to correctly reflect actual conditions.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-4
Eliminating an Illicit Discharge	

1. Purpose:

To assist with containing and cleaning up illicit discharges to the storm drain system.

2. Preparation:

    a. Assess your needs and gather necessary resources:

        i. Staff and/or responsible party's contractors

        ii. Storm drain system maps

        iii. Facility access; keys, specialized tools for grates, crowbars

        iv. Subcontractor support as appropriate

    b. Ensure proper reporting has been done according to SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.

    c. Begin incident report following SOP *Discharge/Spill Inspection Report (SI-3).*

    d. Review the history of the site, including past inspections and reported incidents

    e. If you have not done so, determine the type of the discharge according to the procedures outlined in IDDE-5 Characterizing an Illicit Discharge

    f. If the discharge source is unidentified, initiate a trace according to the procedures outlined in IDDE-3 Tracing and Illicit Discharge and then revaluate the spill according the IDDE-5 procedures for characterizing a discharge.

    g. Initiate the following processes for removing an illicit discharge or for providing assistance to the agency responsible for managing the incident.

3. Process:

Upon discovery of an illicit discharge, immediately remove the source of the discharge and prevent any additional discharges using the following procedures:

<u>General, non-hazardous, spill containment</u>

If possible, with the materials available, remove the source of the discharge and contain it using the following procedures:

    a. Use appropriate personal protective equipment (PPE) based on the site location (e.g., work in street, on a construction site as appropriate)

    b. If the material is actively spilling, when possible, remove the source of the spill.

    c. Cover storm drainpipes, manholes, and inlets as needed.

d. Clean up the spill using dry clean-up methods (such as sorbent materials) and a broom or vacuum. Do not wash or sweep material into the catch basin.

e. Contain the spill by surrounding the spilled material with absorbent materials such as pads, rolls, or berms.

f. After the spill is absorbed, dry sweep or vacuum the material into the appropriate disposal container.

Illicit discharges traced to construction activity

Ensure that the activity is permitted correctly at the City and State levels.

a. Issue a warning to the violator requiring that the discharge be addressed. Skip the warning when discharges impact the storm drain or a receiving water according to **Table 1** Reporting Requirements by Pollutant Type.

b. Follow-up at the time frames required by the warning to ensure cleanup requirements from the warning are met.

Hazardous/other discharges

If the nature of the discharged material is unknown or potentially threatens public health and safety, contact the Davis County Health Department - Environmental Division for removing the discharge and managing cleanup and bringing enforcement action to violator.

If Davis County, or another agency, is directing or leading the cleanup, provide technical support to the agency, following the Technical Assistance section of this SOP. Table 1 identifies the requirements for reporting to outside agencies for your use.

Table 1. Reporting Requirements by Pollutant Type

Pollutant Description	**Volume**	**Report to**
Pollutant releases to water (surface or groundwater)	Any amount	Davis County, Utah Department of Environmental Quality (Utah DEQ), and National Response Center
Hydrocarbons (fuel, oil)	25 gallons or more	Davis County and UDEQ
Radiological materials	Any amount	Davis County and UDEQ
Extremely hazardous chemicals	2.2 lbs. or more	Davis County and UDEQ
Other hazardous chemicals	220 lbs. or more	Davis County and UDEQ
Underground storage tank	Any amount	Davis County and UDEQ

Technical Assistance

a. Coordinate with lead agency to respond to the incident by providing City resources where required by responding agency.

b. Provide support to field efforts as requested by leading agency/organization.

c. When requested by lead agency, provide follow-up to the violator/responsible party about the removal of pollutants or clean up and repair of the affected area.

4. Documentation:

a. Complete SOP*: Discharge/Spill Inspection Report (SI-3)* and/or obtain a copy of the discharge report from the Davis County Health Department - Environmental Division

b. If unable to immediately contain and cease the discharge, write a rationale describing the circumstances and submit it to the UDEQ (e.g., for failing septic system).

c. Document the spill, cleanup efforts, and follow-up actions in the Violation Log.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-5
Characterizing an Illicit Discharge and Identifying Health and Environmental Hazards	

1. Purpose:

This standard operating procedure provides a step-by-step guide for characterizing pollutants during the investigation of illicit discharges and identifying their potential threats to public and environmental health.

2. Application:

Implement the procedures outlined in this document upon the initiation of an investigation, immediately upon being notified of a potential illicit discharge.

3. Preparation:

Review the history of the site, including past inspections and reported incidents. Review maps showing the drainage system in the area where the discharge is reported to have occurred. Identify areas of concern downstream of the potential discharge, specifically points of discharge into Waters of the State.

Prepare necessary equipment, including the following:

i. Personal protective equipment

ii. Equipment for navigating site-specific access such as crowbars, or as needed to access storm drain infrastructure.

iii. Field kit – grab sample kit

pH and ammonia testers

Thermometer

Clear sample bottle(s)

Ziplock bags

Gloves and protective eye wear

Traffic cones or other markers for work in the right-of-way

Cameras or smartphones for photo documentation

4. Initial Characterization:

Upon confirmation of an illicit discharge and the start of an investigation, use the following procedure to identify the discharge if the pollutant(s) are unknown, not immediately obvious, or do not appear to be actively discharging.

d. Physical characteristics: Visually inspect the site of the report and document the following:

i. Unusual odors, colors, or conditions in surface water, storm drain outfalls, or inlets

ii. Cloudy or murky water

iii. Floatables such as, suds, foam, or trash

iv. Excessive or dead vegetation near an outfall pipe

v. Odd deposits or stains on an outfall pipe

vi. Leaks, spills, or dumping of damaging fluids and/or materials

vii. Staining or discoloration especially around dumpsters, loading docks, and storm drain inlets

e. If the pollutant is still unidentified, characterize the pollutant according to the descriptions in Table 1 to determine the likeliest pollutant type.

5. Identifying Potential Pollutants:

Use Table 1 to determine the pollutant type.

Table 1. Physical Characteristics of Common Pollutant Types

Pollutant Type	Physical Appearance/Description
Sediment	Brown/orange, turbid water, usually no unusual odor
Commercial and residential waste	Excess trash, grease, oil, paint, discoloration, staining in gutters and outfalls, strange odors
Yard waste	Excess leaves, grass, etc.; decomposed organic matter, evident by “oily” multi-color or black sheen that breaks up when stirred
Hazardous waste	Paint, oil, chemical containers; oil-like sheen on water’s surface or unnatural coloration of waters, and chemical/solvent odors
Detergents	Suds; sweet, fruity, or other detergent smells and, chlorine smells
Sewage discharge	Sewage smell; gray water; toilet paper; scum in or below pipes, inlets, and outfalls
Irrigation water	Clear water with chlorine or manure smell, algae growth in the path of the water flow, excess vegetation at outfall
Oil and grease	Iridescent sheen on surface, floating oil/grease blotches on surface

If possible, obtain or estimate the volume of the suspected pollutant discharged into the MS4. If the volume is unavailable, record the spatial extent of physical evidence of a discharge, such as the size of discoloration within an outfall.

If the possible pollutant cannot be reliably identified during the initial investigation, initiate source tracking following the procedures in IDDE-3 “Tracing an Illicit Discharge.”

6. Reporting and Response:

Upon determining the pollutant type and volume, as well as potential risks to downstream locations, use the following procedures to determine what entities will need to be notified about the spill:

f. Does the incident pose an immediate threat to life or health?

Yes: Call 911, report the description of the material, the amount, and extent.

No: Move to next step.

g. Can the spill be contained with materials and tools on hand?

Yes: Contain the spill and secure the area, then ensure cleanup is completed. Report the incident according to the reporting guide in **Table 2**.

No: Move to next step.

h. Is it during regular working hours?

Yes: Report the incident according to the reporting guide in **Table 3**.

No: Call 911 (give description of material, amount, and extent). Report the incident the next business day according to the reporting guide in **Table 3**.

Table 2. Reporting Requirements by Pollutant Type

Pollutant Description	**Contact Agency/Organization**
Any pollutant released into surface or groundwater	Davis County Environmental Health Utah Department of Environmental Quality (Utah DEQ) Natural Resource Center
Hydrocarbons (fuel, oil, grease): 25 gallons or more	Davis County Environmental Health Utah DEQ
Radiological materials: Any amount	Davis County Environmental Health Utah DEQ
Extremely hazardous chemicals (e.g., cyanides, arsenic, chlorine): 2.2 lbs. or more	Davis County Environmental Health Utah DEQ
Other hazardous materials: 220 lbs. or more	Davis County Environmental Health Utah DEQ

Underground storage tank: Any leaking or release	Davis County Environmental Health Utah DEQ
Other spills: Spills under limits above and/or contained and cleaned up, do NOT have to be reported	Record spill in Violation Log, no outside reporting required

Table 3. Phone Contact List

Agency or Organization	Phone Number
Emergency	911
Centerville City Drainage Utility Supervisor	801-292-8232
Centerville Police non-emergency	801-292-8441
Davis County Environmental Health	801-525-5100
UDEQ	801-536-4123
National Response Center	1-800-424-8802
Utah Division of Solid and Hazardous Waste	801-538-6170
Utah Hazmat Response Officer	801-538-3745

7. Eliminating an Active Discharge:

If the investigation determines there is an active discharge, and it was not contained and cleaned up during the characterization and reporting procedures, take steps to immediately stop/mitigate the discharge according to the procedures outlined in IDDE-4.

Documentation and Record Keeping:

Document the illicit discharge in the Centerville City Violation Log.

1. ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-6
Training Record	

General Information

Date: _____

Location of Training: _____

Description of Training: _____

_____

_____

*Attach any materials provided to attendees during the training (e.g., presentations, activity, or course aids/supplements)

Names and Positions of Staff in Attendance

Print first and last name legibly along with your position title below:

Name	Position Title	Initials

Name	Position Title	Initials

ILLICIT DISCHARGE DETECTION & ELIMINATION	IE-1
Enforcement Policy	

1. Preparation:
    a. Review Violation Log and the code enforcement folder for previous inspections, warnings given, or any other enforcement actions taken in past visits.

    b. Respond in a professional manner when engaging with an individual.
2. Process:
    c. Enforcement actions will be used in this order. Make sure you complete each step before moving to the next step.

        i. Warning: An authorized enforcement officer (AEO) (List 1) may give the violator a courtesy notice and allow them 2 days to correct the problems outlined in the notice and respond to the AEO. Take a photograph of the door tag for your records. If the problems pose a serious threat to human safety or to the quality of Waters of the State according to pollutant types (Table 1), skip the courtesy notice and go to the next escalating enforcement action. The warning step may be skipped at the discretion of an enforcement official based on history, cooperation, and severity.

        List 1. Authorized Enforcement Officers

        - Public Works Director
        - Drainage Utility Supervisor
        - City Engineer
        - City Building Inspector or Building Official
        - Code Enforcement Officer
        - Stormwater Coordinator
        - Other specifically designated agent of the City

Table 1. Reporting Requirements by Pollutant Type

Pollutant Description	Volume	Report To
Pollutant releases to water (surface or ground water)	Any amount	Davis County, Utah Department of Environmental Quality (Utah DEQ), and National Response Center
Hydrocarbons (fuel, oil)	25 gallons or more	Davis County and UDEQ
Radiological materials	Any amount	Davis County and UDEQ
Extremely hazardous chemicals	2.2 lbs. or more	Davis County and UDEQ
Other hazardous chemicals	220 lbs. or more	Davis County and UDEQ

Pollutant Description	Volume	Report To
Underground storage tank	Any amount	Davis County and UDEQ

ii. Civil penalty assessed: Failure to respond to the AEO and to correct the problems outlined in the courtesy notice will result in a notice of violation (NOV). Accompanying the NOV, the violator will be assessed a $150 civil citation by a code enforcement officer. A second $300 civil citation will be assessed by a code enforcement officer if the corrective measures outlined in the NOV are not completed within 12 months. All civil citations must be paid in full within 20 days of the NOV being assessed.

iii. Administer cease and desist order (CDO): If the penalties have not been met as specified above, a CDO will be issued by an AEO. The violator will be liable for all costs and expenses incurred by the City to bring the recognized problems outlined in the notices back into compliance. If compliance is not obtained or remedied, follow standard code enforcement procedure as directed by the AEO.

d. If the responsible party for the incident has met the eligibility conditions outlined in the CGP section 1.1.2(a) “Will disturb one or more acres of land, or will disturb less than one acre of land but will be part of a common plan of development or sale that will ultimately disturb one or more acres of land,” use the following order of enforcement tools:

i. Warning: An AEO (**List 1**) may give the violator a courtesy notice and allow them 2 days to correct the problems outlined in the notice and respond to the AEO. Take a photo of the door tag for your records.

NOTE: If the problems pose a serious threat to human safety or to the Waters of the State, skip the courtesy notice. If the pollutant type and volume exceeds the amount as described in **Table 1**. skip the courtesy notice go to the next escalating enforcement action.

ii. Administer SWO: If the penalties have not been met as specified above, a SWO will be issued by an AEO. The violator will be liable for all costs and expenses incurred by the City to bring the recognized problems outlined in the notices back into compliance.

3. Follow-up:

e. Once the responsible party has had an opportunity to take corrective actions within the given time frame, the AEO will return to the site and determine whether the corrective actions address the problems outlined in the enforcement violation. A picture sent to the AEO by the responsible party is appropriate if the picture can obviously show compliance have been obtained.

f. Take photos of all violation tags issued each time the AEO visits the site.

g. Ensure all steps of the enforcement process have been conducted and proceed to the next step in the escalating enforcement order to aid in violator compliance. Make sure to return within the appropriate time frame as described in the violation notice given.

4. Documentation:
    h. Record each enforcement taken in the Violation Log and Code Enforcement folder.
    i. Store all photos and inspection reports in the Code Enforcement folder.
    j. Record and provide substantive evidence of all costs incurred by the City in resolving the problem.

INSPECTION & ENFORCEMENT	IE-2
Inspecting Construction Sites	

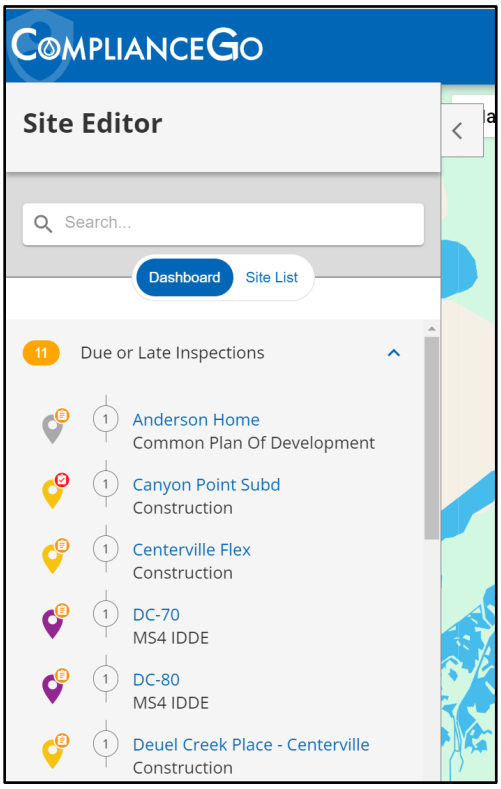
5. Preparation:
    a. Plan to inspect sites once per month (bi-weekly for high-priority sites) as per the UPDES.
    b. Review active permits in the EPA-CDX and update inspection software.
    c. Review information about SWPPP and previous inspections conducted.
    d. Ensure you are outfitted with the required PPE.
    e. All State Permits must be inspected by a Registered Stormwater Inspector or other "qualified person" per permit specification.
        i. Don't have it? Can't do it.
        ii. Adhere to the principals and rules stated in the RSI handbook.
6. Process:
    a. Use the State Inspection Form as a guide to conduct the inspection.
        i. This is updated often so a copy will not be provided here, go to the DWQ website for the most recent version.
    b. Upon arrival at site, locate the SWPPP and review it to determine site requirements.
    c. Inspect conditions of BMP's, general site cleanliness, and compliance with the State or City permit the construction site is under.
    d. Remember that protecting waters of the State is the goal, if you see an issue previously undefined by the SWPPP, bring it to the attention of the contractor.
    e. Take numerous photos.
    f. Complete and certify the report.
        i. Noting any corrective actions needed for compliance.
        ii. Give the contractor a deadline for the corrective action items.
            1. Take note of severity and weather to determine timeline.
    g. Email a copy of the completed inspection report to the contractor or ensure copy has been sent via inspection software.
    h. Save a copy of the inspection report for State and/or City records.
7. Follow-up:
    a. Return to check corrective action items shortly after any deadline given to the contractor has elapsed.
    b. Implement SOP: *Enforcing Construction Site Requirements (IE-2)* as needed to ensure compliance.
8. Documentation:
    a. File photos and inspection reports.
    b. Document enforcement actions taken.
    c. Record and ensure adequate evidence is provided.

INSPECTION & ENFORCEMENT	**IE-3**
Enforcing Construction Site Requirements	

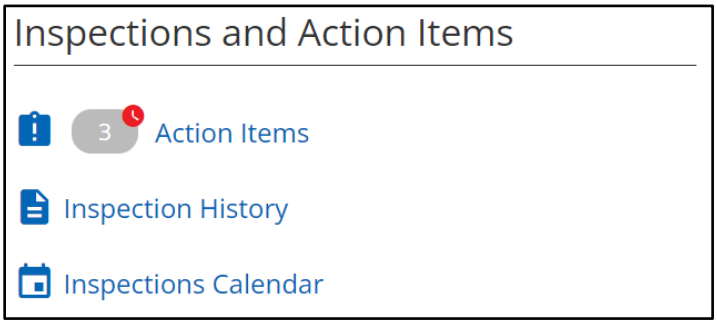
1. Preparation:
    a. Ensure that all corrective actions have been recorded and the contractor has been notified of those as per SOP: *Inspecting Construction Site (IE-1).*
    b. Review previous inspections, warnings given, and other enforcement actions taken.
    c. Prepare yourself. Do not engage emotionally.
2. Process:
    a. Use these escalating enforcement actions:
        i. Warning: Give the contractor a warning to correct problems with a reasonable deadline to complete corrections. Skip this step if the problems pose a serious threat to human safety or waters of the State's quality. This step is synonymous with the corrective action items identified in the originating inspection, this Warning can be skipped in favor of action 2.a.ii
        ii. Penalty Assessed: Fine the contractor an amount divisible by $100. Identify the corrective actions needing change, the timeline given the contractor, and their shortcomings in reaching permit compliance.
        iii. Stop Work Order: Once the penalties assessed to the project exceed $800, then a Stop Work Order will be issued. Post the order in a visible location and immediately inform the Centerville City Department of Communication Development.
    b. Photo evidence must be provided.
    c. Inspection report evidence must be provided.
3. Follow-up:
    a. Return to check the corrective action items were completed following the administration of the above enforcement actions. A picture sent to the AEO by a qualified person will suffice if the corrective action is not severe or can obviously show compliance has been obtained.
    b. Take photos
    c. Conduct another inspection per SOP: *Inspecting Construction Site (IE-1).*
    d. Implement further escalating enforcement action as needed to ensure compliance.
4. Documentation:
    a. File photos and inspection reports.
    b. Document enforcement actions taken.
    c. Record fines and ensure adequate evidence is provided.

INSPECTION & ENFORCEMENT	IE-4
Construction Runoff Management Follow-Up Inspection	

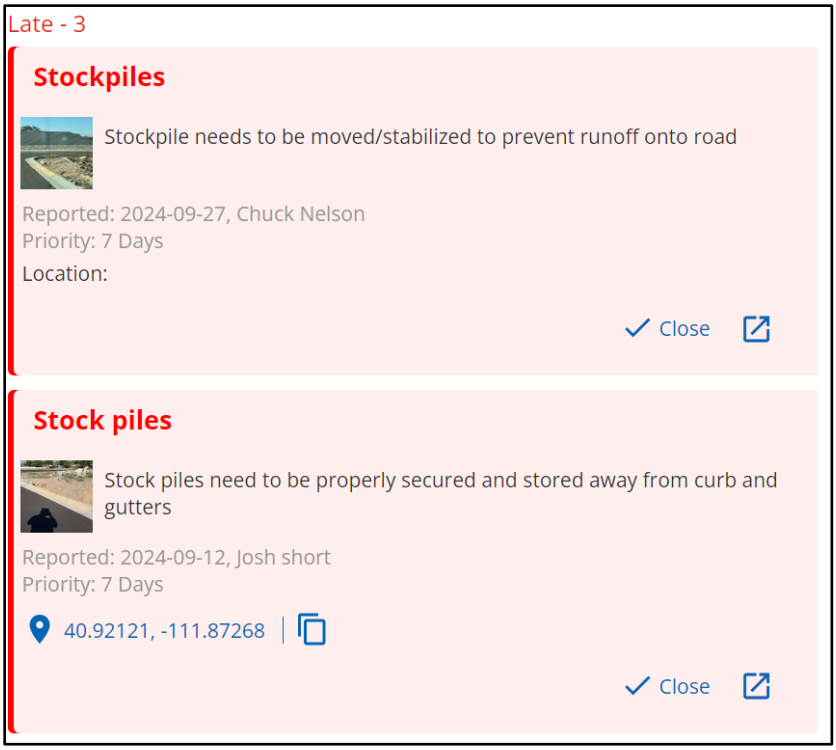
1. Preparation:
    a. Review previous action items in the Compliance Go software where corrective actions are outlined for each site.
        i. Navigate to compliancego.com/dashboard and the individual site you are reviewing:



        ii. Go to the open action items.



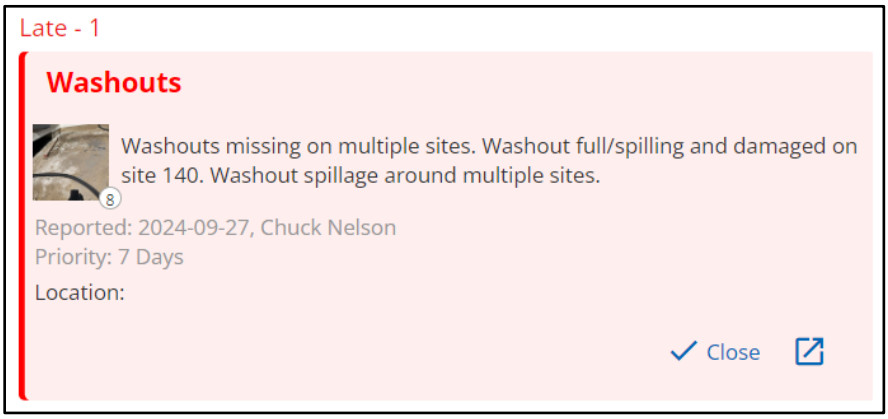
iii. Note which action items are still open.



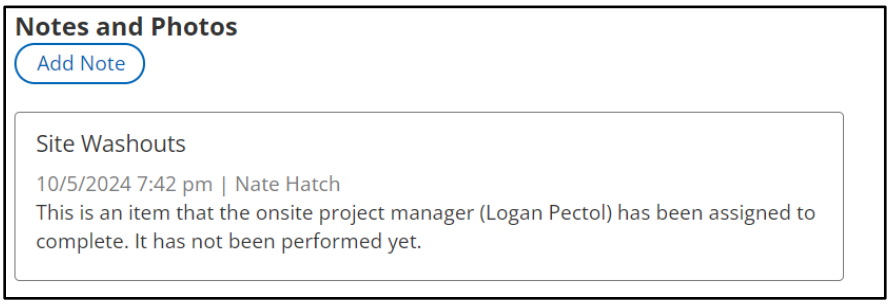
b. Review all deadlines to determine which action items need a follow-up inspection.
   i. What is required to be in compliance?
   ii. Has the issue occurred previously, or is the first time?
   iii. Has the operator acted in good faith to resolve on-site issues to date?

2. Process:
   a. Visit the locations of each deficient item or violation to determine whether the permittee has addressed the issue(s) documented in the initial inspection.
   b. Make sure each deficiency or violation is inspected according to the due date of the original inspection report.
      i. Take photographs of the deficient/corrected items and note any information provided by the site such as:
         1. Who corrected the deficiency?
         2. What actions were taken?
         3. When were the corrections were completed?
         4. Were any updates made to the SWPPP?
      ii. Inspect and verify the effectiveness of the BMP installation or use.
      iii. Verify any updates to the SWPPP, the mapping, and BMP specifications.
   c. Inform the site operator of your compliance findings.
   d. Utilize the appropriate enforcement tools based on IE-1, as appropriate, if the corrective actions are not complete or satisfactory to the inspection.
3. Documentation
   a. Document follow-up inspection findings in Compliance Go.

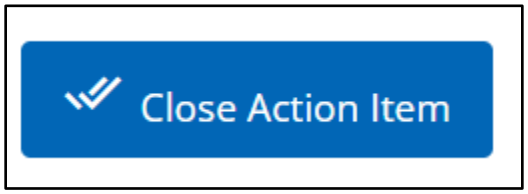
i. Navigate to compliancego.com/dashboard and the follow-up site you're updating. Open the **View** box in the bottom right corner.



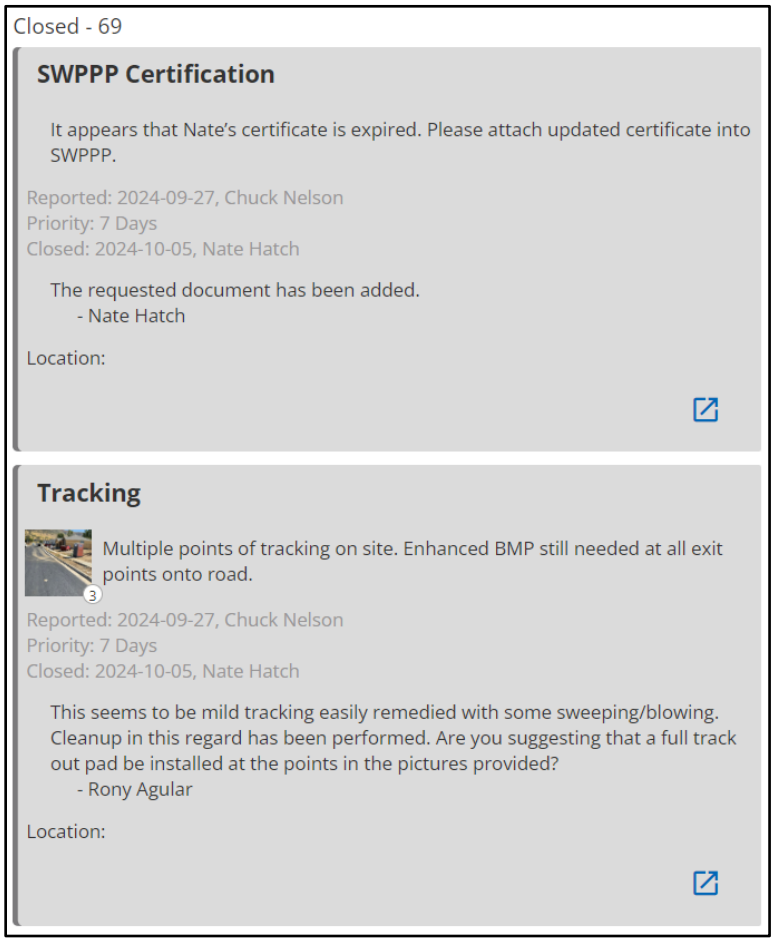
ii. Provide photographic evidence, notes of the corrective action taken at the location visited, and any stormwater control(s) implemented to address the problems.



iii. Once all follow-up information has been entered into Compliance Go, scroll to the bottom of the screen and select **Close Action Item**.



iv. Review that the follow-up site inspection is correct and has been moved to the **Closed** gray section on the same page.



Pre-Construction Meeting Checklist for MS4s for UPDES Permitted Construction Sites

Project Name: **Pre-Construction Meeting Date:**

Meeting Preparation

- **Schedule Meeting:** Set a date, time, and location for the pre-construction meeting.
- **Invite Attendees:** Ensure all relevant parties are invited, including the project manager, contractor, stormwater compliance manager, and any other key personnel.
- **Distribute Agenda:** Send out the meeting agenda and relevant documents (e.g., SWPPP, site plans) to all attendees in advance.

Meeting Agenda

1. **Introductions**

   ☐ Introduce all attendees and their roles.

   ☐ Provide contact information for key personnel.

2. **Project Overview**

   ☐ Review project scope, schedule, and key milestones.

   ☐ Discuss the UPDES permit requirements and conditions.

3. **Stormwater Pollution Prevention Plan**

   ☐ Review the SWPPP in detail.

   ☐ Confirm that the SWPPP is up to date and has been approved.

   ☐ Discuss the locations of all stormwater controls and BMPs as outlined in the SWPPP.

   ☐ Ensure that a site map with stormwater controls is available and understood by all parties.

4. **Erosion and Sediment Control Measures**

   ☐ Discuss specific erosion and sediment control measures to be implemented.

   ☐ Review the installation and maintenance of perimeter controls, stabilized construction entrances, and sediment basins.

   ☐ Identify areas needing temporary or permanent stabilization.

5. **Site-Specific Concerns**

   ☐ Address any site-specific concerns related to topography, soil type, and proximity to water bodies.

   ☐ Discuss potential challenges and strategies to mitigate them.

6. **Inspection and Maintenance**

   ☐ Review the inspection schedule identified by the operator in the SWPPP.

   ☐ Discuss the process for documenting inspections and maintenance activities.

   ☐ Ensure that all parties understand their role in maintaining stormwater controls.

   ☐ Review who will conduct the inspection and when the enforcement and escalating enforcement process will occur.

   ☐ Review the city inspection and follow-up inspection procedures with all responsible parties.

7. **Waste Management and Pollution Prevention**

   ☐ Discuss waste management procedures, including designated areas for waste collection and disposal.

   ☐ Review spill prevention and response plans.

   ☐ Confirm the location of concrete washout areas and procedures for their use.

8. **Training and Communication**

   ☐ Confirm that all site personnel have received or will receive training on stormwater management practices.

   ☐ Establish a communication plan for reporting and addressing stormwater issues.

   ☐ Discuss the importance of signage and posting contact information for the stormwater compliance manager.

9. **Final Review and Questions**

   ☐ Open the floor for any questions or concerns from attendees.

   ☐ Ensure that all items on the checklist have been addressed.

Post-Meeting Actions

- **Meeting Minutes:** Record and distribute meeting minutes to all attendees.
- **Action Items:** Document and assign any action items identified during the meeting.
- **Follow-Up:** Schedule any necessary follow-up meetings or inspections.

Names and Positions of Staff in Attendance

Print first and last name legibly along with your position title below:

Name	Position Title	Initials

INSPECTION & ENFORCEMENT	**IE-5**
Inspecting Long-Term Controls (Private)	

1. Preparation:
    a. Check Records; review terms of maintenance agreement (if any), information about the design and function of the control, and previous inspections that are on-file.
    b. Per the MS4 permit UTR090009 which Centerville City currently holds line item 4.2.5.2 gives authority to the Long-Term Stormwater Management Plan & Agreement to obligate the private owner of Long-Term Controls of annual inspection/maintenance responsibilities.
    c. Notify the owner of the inspection and schedule a time when owner (or owner's representative) will conduct the inspection and submit report to the City.
2. Process:
    a. Ensure the owner uses the Long-Term Control Inspection Form as appropriate for the type of control to be inspected.
    b. Ensure owner submits photos and adequate reports.
    c. Receive and document inspection report.
    d. Review inspection report and determine if any corrective actions are needed.
        i. If yes, communicate said corrective actions to owner and determine a timeline in which they must correct said items.
3. Follow-up:
    a. Return to check corrective action items shortly after any deadline given to the owner.
    b. Implement SOP: *Enforcing Long-Term Controls (IE-5)* as needed to ensure compliance.
4. Documentation:
    a. File inspection reports, photos, and notes of corrective actions performed.
    b. Document enforcement actions taken.

INSPECTION & ENFORCEMENT	**IE-6**
Inspecting Long-Term Controls (Public)	

1. Preparation:
    a. Check Records; review information about the design and function of the control, and previous inspections that are on-file.
    b. Schedule the inspection; plan to inspect each city-owned long-term structural control annually.
2. Process:
    a. Use the Long-Term Control Inspection Form as appropriate for the type of control to be inspected.
    b. Inspect condition of control according to the inspection form (whether adequately maintained, operating as designed, etc.).
    c. Take photos.
    d. Complete the report; note any corrective actions needed and schedule these to be completed within a reasonable time.
    e. Communicate corrective actions needed to the department responsible for maintenance.
3. Follow-up:
    a. Return to check corrective action items shortly after scheduled time for completion.
    b. Note any corrective actions performed.
    c. Take photos.
4. Documentation:
    a. File inspection reports and notes on corrective actions performed.
    b. If applicable; report activities to the Street Superintendent to update the Maintenance database.

INSPECTION & ENFORCEMENT	**IE-7**
Enforcing Long-Term Controls	

1. Preparation:
    a. Ensure that any problems needing corrective action have been documented and submitted to the responsible party.
    b. Ensure sufficient photo and inspection evidence is on file to support claims.
    c. Review maintenance agreement, previous inspections, warnings given, and other enforcement actions taken.
2. Process:
    a. Use these escalating enforcement actions:
        i. Warning: Give the owner a warning to correct problems with a reasonable deadline to complete corrections. Skip this step if the problems pose a serious threat to human safety or the environment.
        ii. Notice of Deficiency: If problems are not corrected by the deadline, of if the problem is re-occurring, issue a Notice of Deficiency by certified mail or hand delivery (with supervisor's approval). Also provide another reasonable deadline before pursuing additional enforcement action.
        iii. Correct Problem and Bill Owner
        iv. Collection of Charges: coordinate with City Attorney and City Finance Department for collection of charges.
3. Follow-up:
    a. Return to check corrective action items shortly after any deadline given to the owner.
    b. Take photos.
    c. Implement further escalating enforcement action as needed to ensure compliance.
4. Documentation:
    a. File photos and inspection reports.
    b. Document enforcement actions taken.

INSPECTION & ENFORCEMENT	**IE-8**
High-Priority Site Monthly Visual Inspections	

1. Preparation:
    a. Review the high-priority site SWPPP physically located at site.
        i. Ensure monthly and semi-annual inspections are being documented.
    b. Review information about previous month inspections.
    c. Take note of any previous corrective action needed that has not been documented as complete.
    d. Ensure you are outfitted with the required PPE.
2. Process:
    a. Use the State Inspection Form as a guide to conduct the inspection.
        i. This is updated often so a copy will not be provided here, go to the DWQ website for the most recent version.
    b. Inspect and verify conditions of the BMP's and all other systems designed and placed to eliminate pollutant discharges, general site cleanliness, and compliance with the State MS4 permit.
        i. Remember that protecting waters of the State is the goal, if you see an issue previously undefined by the SWPPP, bring it to the attention of the Drainage Utility Supervisor.
    c. Take numerous photos.
    d. Complete and certify the report.
    e. Define any corrective actions needed for compliance.
    f. Give the responsible City Department a deadline for the corrective action items or correct items yourself
        i. Take note of severity and weather to determine timeline.
    g. Email a copy of the completed inspection report to the department head.
    h. Save a copy of the inspection report for State and/or City records.
3. Follow-up:
    a. Schedule any necessary corrective actions with Department Heads.
    b. Return to check corrective action items shortly after any deadline given to the contractor has elapsed.
    c. Implement SOP: *Enforcing Construction Site Requirements (IE-2)* as needed to ensure compliance.
4. Documentation:
    a. File inspection report, corrective actions, communication with responsible departments, and all photos.
    b. Record all details on the SWPPP on-site or through inspection software. If that is not possible ensure the SWPPP on-site has an accurate description to where the records can be found.

INSPECTION & ENFORCEMENT	**IE-9**
High-Priority Site Semi-Annual Comprehensive Inspections	

1. Preparation:
    a. Review the high-priority site SWPPP physically located at site.
        i. Ensure monthly and semi-annual inspections are being documented.
    b. Review information about previous month inspections.
    c. Take note of any previous corrective action needed that has not been documented as complete.
    d. Ensure you are outfitted with the required PPE.
2. Process:
    a. Use the State Inspection Form as a guide to conduct the inspection.
        i. This is updated often so a copy will not be provided here, go to the DWQ website for the most recent version.
    b. Inspect and verify conditions of the BMP's and all other systems designed and placed to eliminate pollutant discharges, general site cleanliness, and compliance with the State MS4 permit.
        i. Remember that protecting waters of the State is the goal, if you see an issue previously undefined by the SWPPP, bring it to the attention of the Drainage Utility Supervisor.
    c. Focus on the catalysts that make this location a high-priority site. Inspect each factor individually (salt shed, chlorine tank, fertilizer storage, fuel tanks, etc).
    d. Take numerous photos.
    e. Complete and certify the report.
    f. Define any corrective actions needed for compliance.
    g. Give the responsible City Department a deadline for the corrective action items.
        i. Take note of severity and weather to determine timeline.
    h. Email a copy of the completed inspection report to the department head.
    i. Save a copy of the inspection report for State and/or City records.
3. Follow-up:
    a. Schedule any necessary corrective actions with Department Heads.
    b. Return to check corrective action items shortly after any deadline given to the contractor has elapsed.
    c. Implement SOP: *Enforcing Construction Site Requirements (IE-2)* as needed to ensure compliance.
4. Documentation:
    a. File inspection report, corrective actions, communication with responsible departments, and all photos.
    b. Record all details on the SWPPP on-site. If that is not possible ensure the SWPPP on-site has an accurate description to where the records can be found.

INSPECTION & ENFORCEMENT	**IE-10**
High-Priority Site Annual Visual Observation of Stormwater Discharges	

1. Preparation:
    a. Review the high-priority site SWPPP physically located at site.
        i. Ensure monthly, and semi-annual inspections are being documented.
    b. Organize a team to assist in flushing the Storm Drain lines.
    c. Identify the storm drain infrastructure and note all outfalls that drain the high-priority site in question.
    d. Ensure you are outfitted with the required PPE.
2. Process:
    a. Field locate all outfalls that drain the high-priority site.
    b. Conduct an inspection per SOP: *Outfall Inspections (IDDE-1)*.
    c. Post yourself or an individual at each outfall to observe storm water discharges.
    d. Find the nearest fire hydrant and organize team to attach flow regulator.
    e. Use SOP: *Waterline Flushing for Routine Maintenance (W-3)* to direct flow into storm drain inlets.
    f. Observe the function of the storm drain system as water floods region of focus.
    g. Use SOP: *High-Priority Site Monthly Visual Inspections (IE-6)* to guide observations.
    h. Turn off water.
    i. Clean any debris flushed out of the storm drain system.
3. Follow-up:
    a. Schedule any necessary corrective actions with involved departments if necessary.
    b. Return to check corrective action items shortly after any deadline given to the department in question has elapsed.
4. Documentation:
    a. File inspection report, corrective actions, communication with responsible departments, and all photos.
    b. Record all details on the SWPPP on-site. If that is not possible ensure the SWPPP on-site has an accurate description to where the records can be found.

GENERAL	**G-1**
Debris Disposal	

1. Preparation:
    a. Know the location of the approved disposal facilities:
        i. Debris Disposal Area: Landfill or Public Works Debris Yard.
        ii. Other facility as arranged for specific project, and approved by Public Works Director
    b. Check and secure load as necessary to minimize loss of debris during transport;
2. Process:
    a. Transport the material to one of the above-listed facilities
    b. Unload the debris into the facility
3. Clean-up:
    a. Clean off loose material from vehicle prior to departure from disposal facility
    b. If washing vehicle see SOP: *Vehicle and Equipment Washing (G-6)*.

GENERAL	G-2
Painting	

1. Preparation:
    a. Calculate the amount of paint required for the job
    b. Set up traffic and pedestrian control, as necessary
    c. Prepare surfaces to be painted using dry methods (e.g. scraping, brushing)
    d. Have available absorbent material ready in case of an accidental spill
2. Process:
    a. Use drop clothes in areas of mixing paints and painting
    b. Use care to prevent over-spraying of paints
    c. Store latex paint rollers and brushes in air tight bags to be reused later with the same color when practical.
3. Clean-up:
    a. Paint out brushes and rollers as much as possible. Squeeze excess paint from brushes and rollers back into the containers prior to cleaning them.
    b. Pour excess paint from trays and buckets back into the paint can containers and wipe with cloth or paper towels. Dispose of the towels according to the recommendations on the paint being used.
    c. Remove traffic and pedestrian controls at appropriate times
    d. Rinse water-based paint brushes in the sink after pre-cleaning. Never pour excess paint or wastewater from cleanup of paint in the storm drain.
    e. Clean applicators of oil based paints with paint thinner using buckets; never clean oil based brushes in a sink or over a storm drain. Store used solvents in closed buckets indoors. Dispose at a hazardous waste disposal facility

Contact: **Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US**

(801) 232-0976

GENERAL	**G-3**
Transporting Saturated Soils	

1. Preparation:
    a. Determine destination, truck to use, and a haul route
2. Process:
    a. Load and Transport in manner to minimize spillage & tracking of material
        i. Clean surface between tailgate and truck bed to allow good seal to minimize leakage
        ii. Load truck such that the top of the saturated soils is at least one foot below bed walls
        iii. Clean off loose material from outside of truck that may fall on road during transport
        iv. Drive slowly to prevent spillage when turning, slowing, and accelerating
    b. Haul the material utilizing one route
3. Clean-up:
    a. Clean any spilled material from loading area
    b. Examine transport route; arrange for cleaning of any loose material* along route
    c. If washing equipment see SOP: *Vehicle and Equipment Washing (G-6)*.

GENERAL	**G-4**
Transporting Unsaturated Soils	

1. Preparation:
    a. Determine destination, truck to use, and a haul route
2. Process:
    a. Load and Transport in manner to minimize spillage & tracking of material
        i. Clean surface between tailgate and truck bed to allow good seal to minimize leakage
        ii. Load truck such that the top of the unsaturated soils is below bed walls
        iii. Clean off loose material from outside of truck that may fall on road during transport
        iv. Drive slowly to prevent spillage when turning, slowing, and accelerating
    b. Haul the material utilizing one route
3. Clean-up:
    a. Clean any spilled material from loading area
    b. Examine transport route; arrange for cleaning of any loose material along route
    c. If washing equipment see SOP: *Vehicle and Equipment Washing (G-6)*.

GENERAL	**G-5**
Vehicle and Equipment Storage	

1. Preparation:
    a. Take notice of fluids on parking areas that may indicate a leak
    b. Provide drip pans and sorbents for leaking vehicles
    c. Observe parking lot drainage inlets
2. Process:
    a. Whenever possible, store vehicles inside where floor drains are connected to sanitary sewer system
    b. When inside storage is not available, park vehicles and equipment in designated areas
    c. DO NOT PARK over a drainage inlet. This negates the ability to detect leaks.
    d. When a leak is detected, place a drip pan under the leaking vehicle to collect the drip, and arrange to get the leak repaired as soon as possible
3. Clean-up:
    a. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
    b. Utilize SOP: *Response & Reporting Contact List (SI-2)*
    c. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
    d. If under the specified amounts in the aforementioned SOPs then clean up any spills using dry cleanup methods: sorbent materials and sweeping; dispose of soiled sorbents in the garbage.
4. Documentation:
    a. Notify the Fleet Manager of the leak location and vehicle the leak originated from.

GENERAL	**G-6**
Vehicle and Equipment Washing	

1. Preparation:
    a. Be aware that washing must be done in designated locations only:
        i. Wash Bay – Public Works Department Building, North Side
        ii. Lawn mower cleaning may also be done on the lawn, provided the wash water does not run off
        iii. (Note) Other inside bays may also be used if it is know that the floor drain flows to a separator that is connected to a sanitary sewer
    b. If vehicle or equipment is too large for washing in one of the above locations, a commercial truck wash may be used
        i. Location: Flying J Travel Plaza (I-215 and Redwood Road)
    c. Transport vehicle/equipment to one of the approved locations
2. Process:
    a. Clean the vehicle/equipment inside the designated area
    b. Take care to avoid wash water from running away from wash-area drain
3. Clean-up:
    a. Clean the wash area after use by spraying dirt/debris into the wash drain

GENERAL	**G-7**
Waste Receptacles	

1. Preparation:
    a. Ensure each site has a sufficient number and size/type of waste containers
    b. (Note) Parks allowing pets are to have signs with bags available for collecting pet waste. These are to be placed near select waste receptacles.
    c. Strategically locate containers to be in a location where easily identifiable yet not prone to being accidently tipped or damaged
    d. Use containers that are covered (protected from precipitation) and have no drainage holes in the bottom
2. Process:
    a. Empty receptacles regularly
        i. Large bins to be emptied every week
        ii. Smaller receptacles (at parks, etc.) to be emptied according to seasonal needs as often as daily in summer
        iii. Stock bags for pet waste
    b. Notice areas where un-collected litter is accumulates to consider changing size, location, and/or schedule for emptying containers at facility
3. Clean-up:
    a. Dispose according to SOP: *Debris Disposal (G-1).*
    b. Perform an annual cleaning of smaller receptacles (at parks, etc.) according to the SOP: *Vehicle and Equipment Washing (G-6)*.
    c. Any cleaning of large containers must be done according to SOP: *Vehicle and Equipment Washing (G-6)*.
    d. (Note) Large receptacles are not normally cleaned, but rather replaced with new containers; old containers are placed in landfill for final disposal.

GENERAL	**G-8**
Chemical Management (Including Fertilizers, Herbicides, & Pesticides)	

1. Preparation:
    a. Make sure you are adequately trained on any chemical you'll be handling and understand the SDS
    b. Store chemicals indoors, away from hazards that would accidently tip or damage container
    c. Make sure containers are in good condition and properly labeled (any chemical-holding containers in poor condition are to be placed in chemical storage room with secondary containment)
    d. Have necessary containment and spill kits materials at location of chemical handling, suitable for the material to be handled
    e. Have appropriate PPE available
2. Process:
    a. Wear appropriate PPE
    b. Perform chemical-handling activity according to manufacturer's recommendations and SDS
    c. If a significant accidental spill occurs:
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
    d. Once complete, ensure the chemical container is sealed and returned to storage.
3. Clean-Up:
    a. Dispose of excess waste material according to manufacturer's recommendations
    b. If material is hazardous it must be handled by a licensed hazardous waste handler and disposed of at a hazardous waste disposal site.
    c. If a significant spill occurs:
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
    d. If under significant amount use dry cleanup methods

Contact: Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US

(801) 232-0976

GENERAL	**G-9**
Pressure Washing Building Exteriors	

1. Preparation:
   a. Consider using dry cleaning methods first; use this procedure for cases when dry methods are inadequate
   b. Plan to use only water and pressure; do not use detergents with this procedure
   c. Perform process only during dry weather
   d. Have storm drain inlet protection device available, See SOP: *Inlet Protection (S/S-1)*.
   e. Determine whether cleaning activity will potentially generate runoff. If so, place inlet protection device(s) down gradient in order to capture wash water then follow SOP: *Inlet Protection (SSD-1)*.
2. Process:
   a. Do NOT USE any soaps or chemicals that could enter the storm drain.
   b. Pressure wash the building exterior, ensuring any wash water runoff flows toward inlet protection devices.
   c. Allow accumulated wash water to evaporate or filter through inlet protection devices.
3. Clean-Up:
   a. Clean impervious walking surfaces around building
   b. Sweep up large fragments; and
   c. Sweep or spray residual fragments onto pervious landscaped surfaces.
   d. Remove inlet protection once accumulated wash water has evaporated and/or filtered through inlet protection.
   e. Clean around inlet protection according to SOP: *Inlet Protection (SSD-1)*.
   f. Dispose of waste according to SOP: *Debris Disposal (G-1).*

PARKS & RECREATION	**PR-1**
Chemical Application: Pesticides, Herbicides, & Fertilizers	

1. Preparation:
    a. Calibrate fertilizer and pesticide application equipment to avoid excessive application.
    b. Use pesticides only if there is an actual pest problem and test soils for determining proper fertilizer use when determined necessary by staff.
    c. Time and apply the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for best results ("Read the Label").
    d. Know the weather conditions. Do not use chemical applications if rain is expected. Apply chemical applications only when wind speeds are low (less than 5 mph).
2. Process:
    a. Always follow the manufacturer's recommendations for mixing, application and disposal. ("Read the Label").
    b. Do not mix or prepare chemical applications for use near storm drains, mix inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils. DO PREPARE IN PARKING LOT.
    c. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting.) of chemical applications.
3. Clean-up:
    a. Sweep/blow pavements or sidewalks where fertilizers or other solid chemicals have fallen, back onto grassy areas before applying irrigation water.
    b. Triple rinse containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.
    c. Ensure that rinsing of the containers is being discharged to the area in which the product is being used or drain into the sewer. NEVER discharge rinse water to impervious surfaces or the storm drain infrastructure.
    d. Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and their containers. ("Read the Label").
4. Documentation:
    a. Keep copies of MSD sheets for all pesticides, fertilizers and other hazardous products used.
    b. Record fertilizing and pesticide application activities.
5. Emergency:
    a. If a spill occurs immediately contact a supervisor. Use SOP: *Response & Reporting (SI-2)*
    b. If the spill occurred on impervious surfaces deploy BMPs immediately to stop the chemical application from entering the storm drain. Use SOP: *Inlet Protection (SSD-1)*.
    c. Use SOP: *Inspection Report (SI-3)* to complete an inspection and record of the event.

PARKS & RECREATION	**PR-2**
Mowing & Trimming	

1. Preparation:
    a. Review process with all employees.
    b. Plan the area of work, its size, duration of work, and fuel needed.
    c. Fuel and prepare machines (oil, coolant, etc.) at the Parks & Recreation shop. DO NOT FUEL IN PARKING LOT.
2. Process:
    a. Mow edges of lawn with mow blade discharge directed back to the field of grass, not into the street, sidewalk, or parking lot.
    b. Avoid allowing clippings to enter storm drain inlets.
    c. Once completed with mowing and trimming all clippings are to be swept or blown back on to grass areas.
3. Clean-up:
    a. DO NOT BRUSH DOWN EQUIPMENT ON SITE. Mowers are to be scraped and brushed at shop.
    b. Spoils (lawn clippings and landscaping refuse) are dried, swept and disposed of.
    c. Equipment washed in approved wash station, see SOP: *Vehicle and Equipment Washing (G-6)*.

PARKS & RECREATION	**PR-3**
Planting Vegetation (Starters)	

1. Preparation:
   a. Call the Blue Stakes Center of Utah at least 2 working days before any digging will be done, to reveal the location of any underground utilities. Dial 811 or 1-800-662-4111.
   b. Decide where any spoils will be taken.
2. Process:
   a. Dig holes; place spoils near the hole where they may easily be placed back around roots. DO NOT place spoils in the gutter, street or sidewalk.
   b. Bring each plant near the edge of the hole dug for it.
   c. Check the depth of the hole, and adjust the depth if necessary. The depth of the hole for a tree should be determined by park staff depending on soil conditions, groundwater depths, etc.
   d. Carefully remove pot or burlap.
   e. Place the plant in the hole.
   f. Backfill the hole with existing spoils, compost, and a litter fertilizer if desired. Do not use excessive amendments.
   g. Water the plant.
   h. Stake the plant, if necessary, to stabilize it.
3. Clean-up:
   a. Transport any excess material as per the SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
   b. Sweep dirt from surrounding pavement(s) into the planter area.

PARKS & RECREATION	**PR-4**
Planting Vegetation (Seeds)	

1. Preparation:
    a. Call the Blue Stakes Center of Utah at least 2 working days before any digging will be done, to reveal the location of any underground utilities. Dial 811 or 1-800-662-4111.
    b. Decide on the application rate, method, water source, and ensure adequate materials are in possession.
    c. Grade and prepare the soil to receive the seed. Place any extra soil in a convenient location to collect.
    d. DO NOT Store any extra soil or spoils on impervious surfaces like the sidewalk, street, or gutter.
2. Process:
    a. Place the seed and any cover using the pre-determined application method (and rate).
    b. Lightly moisten the seed.
3. Clean-up:
    a. Transport any excess material as per the SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
    b. Sweep dirt, seed, and any cover material from surrounding pavement(s) into the planter area.

PARKS & RECREATION	**PR-5**
City Sponsored Festivals & Parades	

1. Preparation:
    a. Schedule crews to facilitate clean-up during and/or after event.
    b. Consider and plan for additional waste receptacles.
    c. Consider and plan for any necessary porta-johns.
    d. Consider and plan for any necessary storm water protections and utilize SOP: *Inlet Protection (SSD-1).*
2. Process:
    a. Hand collect loose trash material and animal waste during event.
    b. Empty waste receptacles; remove extra receptacles.
3. Clean-Up:
    a. Sweep streets, parking areas, and other areas impacted by the event according to SOP: *Street Sweeping (SSD-12)*.
    b. Dispose of waste according to SOP: *Debris Disposal (G-1).*
    c. Ensure any porta-johns used for the event are promptly removed following the event
4. Documentation:
    a. Document streets and parking areas that were swept in the storm drain maintenance log.

STREETS / STORM DRAIN	**SSD-1**
Inlet Protection	

1. Preparation:
    a. Acquire inlet protection material and make sure it is in good operational condition.
        i. Gravel bags (preferred), or
        ii. Wattles, or
        iii. Proprietary devices such as witches hat, or Flexstorm
    b. Determine best location for placing the inlet protection, typically at the nearest downstream inlet(s) subject to receiving flow from the activity.
        i. Note: in some cases, inlet protection may be placed in gutter upstream of inlet if it is subject to receiving flow from activity
2. Process:
    a. Place inlet protection in a way to avoid unintended bypass of flow; wattles may need to be weighed down.
    b. Periodically check the inlet protection for placement and condition, particularly after receiving runoff; replace if it is not in good working condition.
    c. Continually remove accumulated sediment and deposit per SOP: *Debris Disposal (G-1).*
3. Clean-up:
    a. Clean accumulated debris and dispose of according to SOP: *Debris Disposal (G-1).*
    b. Remove Inlet protection when activity is completed.

STREETS / STORM DRAIN	**SSD-2**
Cleaning Catch Basins & Drainage Pipes	

1. Preparation:
    a. Plan cleaning route(s) that progress down the system (if applicable)
    b. Set up traffic controls, as necessary
    c. Clean sediment and trash from grate.
2. Process:
    a. Brush off debris on and around grate/manhole cover.
    b. Remove grate/manhole cover.
    c. If an illicit discharge is suspected conduct an IDDE Inspection per SOP: *Manhole Inspection (IDDE-2)*
    d. Check to make sure grate, frame and box is in good repair.
    e. Clean sediment and debris from the box, manhole, and/or pipe.
    f. Replace cover; make sure it is secure.
3. Clean-up:
    a. Remove traffic controls if used.
    b. Sweep any debris littered onto impervious surfaces. If needed utilize SOP: *Street Sweeping (SSD-12).*
    c. Dispose of debris and waste water removed according to SOP: *Debris Disposal (G-1)*.
4. Documentation:
    a. Record catch basins cleaned in storm drain maintenance log.
    b. Note any apparent problems and report them to superintendent.

STREETS / STORM DRAIN	**SSD-3**
Cleaning Detention Ponds	

1. Preparation:
    a. Plan pond cleaning activities to occur during dry weather; do not clean detention ponds during wet weather unless there is an urgent need.
    b. Remove sediment and trash from grates.
    c. Check to make sure grates and other features are in good working order.
    d. Identify and mark any landscaping boxes, inlets, grates or other infrastructure present in the basin so as not to damage during process.
2. Process:
    a. Clean debris and accumulated sediment from pond in a manner that prevents sediment and debris from going downstream.
        i. Note: this means performing the work during dry weather.
    b. Load sediment and debris into a truck for disposal utilizing SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
    c. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the Centerville SWMP.
3. Clean-up:
    a. After cleaning basins, clean off any pavement, loading areas, and if needed the street using SOP: *Street Sweeping (SSD-12).*
    b. Dispose of sediment and debris according to SOP: *Debris Disposal (G-1)*.
4. Documentation:
    a. Record detention ponds cleaned in storm drain maintenance log.
    b. Note any apparent problems and report them to superintendent

STREETS / STORM DRAIN	SSD-4
Creek Management	

1. Preparation:
    a. Monitor streams on a regular basis. Especially after storm events.
    b. Check culverts and crossings after every storm.
    c. Maintain access to stream channels wherever possible.
    d. Notify Public Works Director and City Engineer of issue.
2. Process:
    a. Identify areas requiring maintenance.
    b. Determine what manpower or equipment will be required.
    c. Identify access and easements to area requiring maintenance.
    d. Determine if the identified Creek is operated and maintained by Davis County Public Works.
        i. Haights, Shepherd, Centerville, Rudd, Steed, & Davis Creeks are maintained by Davis County Public Works.
        ii. If one of the above Creeks is impaired and need of attention contact Davis County Public Works with the defined issue.

Contact: Davis County Public Works 1500 East 650 North Fruit Heights, UT 84037, US
(801) 444-2230

a) Determine method of maintenance that will be least damaging to channel.
b) Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the Centerville SWMP.
3. Clean-up:
    a. Stabilize all disturbed soils.
    b. Remove all tracking from paved surfaces near maintenance site if applicable utilizing SOP: *Street Sweeping (IDDE-12).*
    c. Haul all debris or sediment removed from area to approved dumping site utilizing SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
4. Documentation:
    a. Keep log of actions performed.
    b. Record the amount of materials removed or imported.
    c. Keep any notes or comments on any problems.
    d. Record creeks cleaned in storm drain maintenance log.
    e. Note any apparent problems and report them to superintendent

STREETS / STORM DRAIN	**SSD-5**
Chip Seal	

1. Preparation:
    a. Identify stretch of road under consideration of chip seal.
    b. Notify public and residents of the timeline of work to be conducted.
    c. Apply storm drain infrastructure protections.
    d. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: *Inlet Protection (SSD-1).*
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the Centerville SWMP.
    b. Clean and dry areas where materials are to be applied.
    c. Follow closely behind emulsion distributor with chip spreader.
    d. Travel slowly enough to prevent chips from rolling when they hit the surface.
    e. Use street sweeper to pick up excess chips.
    f. Follow closely behind the chip spreader with rollers. Maximum speed 5 mph. Roll entire surface twice.
3. Clean-up:
    a. Remove loose aggregate from the roadway.
    b. Remove excess asphalt applications and spills.
        i. Dispose of excess material using SOP: *Debris Disposal (G-1)*.
    c. Remove storm drain infrastructure protections.
        i. When covers are removed, remove any materials which have entered the storm drain structures.
    d. Conduct a final sweep using SOP: *Street Sweeping (IDDE-12).*
4. Documentation:
    a. Record location and date on the maintenance database and map.

STREETS / STORM DRAIN	SSD-6
Slurry Seal	

2. Preparation:
    a. Identify stretch of road under consideration of slurry seal.
    b. Notify public and residents of the timeline of work to be conducted.
    c. Apply storm drain infrastructure protections.
    d. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: *Inlet Protection (SSD-1).*
3. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the Centerville SWMP.
    b. Remove weeds from the roads.
    c. Clean and dry areas where materials are to be applied.
    d. Verify that existing pavement has been inspected for detrimental effects of poor drainage.
    e. Apply materials smoothly and uniformly.
    f. Slurry material should not run onto adjacent pavement surface.
4. Clean-up:
    a. Remove loose aggregate from the roadway.
    b. Remove excess emulsion and spill materials.
        i. Dispose of excess material using SOP: *Debris Disposal (G-1)*.
    c. Remove storm drain infrastructure protections.
        i. When covers are removed, remove any materials which have entered the storm drain structures.
    d. Conduct a final sweep using SOP: *Street Sweeping (IDDE-12).*
5. Documentation:
    a. Record location and date on the maintenance database and map.

STREETS / STORM DRAIN	**SSD-7**
Crack Seal	

1. Preparation:
    a. Identify stretch of road under consideration of crack seal.
    b. Notify public and residents of the timeline of work to be conducted.
    c. Apply storm drain infrastructure protections.
    d. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: *Inlet Protection (SSD-1).*
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the Centerville SWMP.
    b. Remove weeds from the roads.
    c. Air-blast cracks to remove sediments from the crack to allow for proper adhesion.
    d. Clean and dry areas where materials are to be applied.
    e. Maintain proper temperature of material
    f. Apply sufficient material to form the specified configuration.
    g. Apply materials smoothly and uniformly.
3. Clean-up:
    a. Remove excess sealant application or spills.
        i. Dispose of excess material using SOP: *Debris Disposal (G-1)*.
    b. Remove storm drain infrastructure protections.
        i. When covers are removed, remove any materials which have entered the storm drain structures.
4. Documentation:
    a. Record location and date on the maintenance database and map.

STREETS / STORM DRAIN	SSD-8
Overlays & Patching	

1. Preparation:
    a. Identify stretch of road under consideration of overlay & patch.
    b. Notify public and residents of the timeline of work to be conducted.
    c. Apply storm drain infrastructure protections.
    d. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: *Inlet Protection (SSD-1).*
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the Centerville SWMP.
    b. Properly seal cracks. Remove alligator cracks and potholes and patch them-mill rutting.
    c. Clean and dry surface.
    d. Apply uniform tack coat and cure prior to placement of overlay.
    e. Check aggregate for:
        i. Proper temperature,
        ii. Percentage asphalt,
        iii. Gradation,
        iv. Air voids, and any other agency requirements.
    f. Surface texture should be uniform, no tearing or scuffing.
    g. Roll to achieve proper in-place air void specification.
3. Clean-up:
    a. Remove covering as soon as the threat of imported materials entering the system is reduced and prior to a storm event.
    b. Raise structure rims to elevation of new asphalt.
    c. Remove excess sealant application or spills.
        i. Dispose of excess material using SOP: *Debris Disposal (G-1)*.
    d. Remove storm drain infrastructure protections.
        i. When covers are removed, remove any materials which have entered the storm drain structures.
4. Documentation:
    a. Record location and date on the maintenance database and map.

STREETS / STORM DRAIN	**SSD-9**
Concrete Work	

1. Preparation:
    a. Identify a location, near the worksite, for the concrete truck to washout and to clean tools; the washout location must not allow the washout to runoff into the gutter.
        i. Washout basin must be a rigid container.
        ii. Note: backhoe bucket is an acceptable location.
    b. Plan to conduct concrete work during dry weather conditions; do not place concrete if precipitation is expected before concrete is expected to set up.
    c. Set up traffic controls according to MUTCD, part 6.
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the Centerville SWMP.
    b. Remove old concrete, soil, and any other spoils; load them into a truck to be hauled away using SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
    c. Place and compact base material*
    d. Form concrete to be placed**
    e. Place concrete**
3. Clean-up:
    a. Direct concrete truck driver to washout concrete truck at pre-determined washout location.
    b. Clean finishing tools at pre-determined washout location or on lawn.
    c. Clean street, gutters, and sidewalk from loose soil.
    d. Remove traffic control.
    e. Dispose of material removed and concrete wash according to SOP: *Debris Disposal (G-1)*.
4. Documentation:
    a. Record location and date on the maintenance database and map.

*Select, place, and compact base according to APWA and Centerville City Engineering Standards.

**Select, form, pace, and cure concrete according to APWA and Centerville City Engineering Standards.

STREETS / STORM DRAIN	SSD-10
Asphalt Paving	

1. Preparation:
    a. Plan to pave when weather will be:
        i. At least 50 degrees F; and
        ii. During dry weather.
    b. Make sure surface is pre-treated as follows:
        i. large cracks are sealed;
        ii. alligator cracks and potholes are removed and patched;
        iii. rutted areas are milled level;
    c. Sweep pavement surface according to SOP: *Street Sweeping (IDDE-12).*
    d. Allow street to dry.
    e. Mark locations of manhole and valve covers on the curb.
    f. Set up traffic controls according to MUTCD, part 6.
    g. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: Inlet Protection (SSD-1)
    h. Apply uniform tack coat on surface.
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the Centerville SWMP.
    b. Place hot mix asphalt uniformly to surface*.
    c. If raising manhole and valve lids during paving, carefully remove the material from the lid before taking the lid off of the frame, and carefully remove lid to avoid spilling the material into the manhole or valve box.
    d. After the riser is in place, carefully replace the manhole lid without pushing asphalt material into the manhole or valve box.
    e. Compact the asphalt to minimum 95% of Marshall density*
3. Clean-up:
    a. Remove excess asphalt material from surface at start and stop points with shovels
    b. Remove Traffic Control.
    c. Clean gutters from loose material.
    d. Dispose of excess asphalt according to SOP: *Debris Disposal (G-1)*.
    e. Clean equipment according to SOP: *Vehicle and Equipment Washing (G-6)*.
    f. Return within 2 days to sweep per SOP: *Street Sweeping (IDDE-12).*

*Select, place, and compact hot mix asphalt according to APWA standards and Centerville City Engineering Standards

STREETS / STORM DRAIN	**SSD-11**
Snow Removal & De-icing	

1. Preparation:
    a. Store de-icing material under a covered storage area.
    b. Understand City policy to keep roads open and free of snow or ice pack from any storm, in a way that uses a minimum amount of salt without compromising motorists' safety
    c. Wash out vehicles in preparation (if necessary) in approved washout area according to SOP: *Vehicle and Equipment Washing (G-6)*.
    d. Calibrate spreaders to minimize amount of de-icing material used and still be effective.
2. Process:
    a. Load material into trucks minimizing spillage.
    b. Distribute the minimum amount of de-icing material to be effective on roads.
    c. Park trucks with de-icing material inside when possible.
    d. If a hydraulic and/or fuel leak is detected while snowplowing STOP IMMEDIATELY.
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
3. Clean-up:
    a. Sweep up all spilled de-icing material around loading area.
    b. Clean out trucks after snow removal duty according to SOP: *Vehicle and Equipment Washing (G-6)*.
    c. Sweep up residual from streets when weather permits using SOP: *Street Sweeping (IDDE-12).*
    d. If a spill occurred clean area using dry spill kit materials.
4. Documentation:
    a. Quantify the amount of de-icing material used and report to Public Works Director.
    b. If a spill occurred complete the SOP: *Discharge/Spill Inspection Report (SI-3)* and submit to Public Works Director and Storm Water Manager.

STREETS / STORM DRAIN	SSD-12
Street Sweeping	

1. Preparation:
    a. Follow the Storm Drain Maintenance Master Plan.
        i. Streets are to be swept as needed or specified by the city. Street maps are used to ensure all streets are swept at a specified interval.
    b. Prioritize cleaning routes to use at the highest frequency in areas with the highest pollutant loading.
    c. Restrict street parking prior to and during sweeping using regulations as necessary.
    d. Perform preventative maintenance and services on sweepers to increase and maintain their efficiency.
    e. Find and download a good podcast, playlist, or audio book.
2. Process:
    a. Drive street sweeper safely and pick up debris.
    b. If drowsy;
        i. STOP the vehicle;
        ii. Get out;
        iii. Stretch;
        iv. Do 10 pushups, 25 sit-ups, run as fast as you can 50 yards;
        v. Walk back to vehicle;
        vi. Resume.
    c. If a hydraulic and/or fuel leak is detected while street sweeping <u>STOP IMMEDIATELY</u>.
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
3. Clean-up:
    a. Street sweepers will be cleaned out at the Public Works Debris Yard.
        i. Comply with the SWPPP for this specific site.
    b. After drying, waste from the sweeper will be collected and hauled to the landfill using SOP: *Debris Disposal (G-1).*
    c. If a spill occurs prior to emptying street sweeper at designated site;
        i. Clean area using dry spill kit materials, or
        ii. Utilize the street sweeper to pick up the material again.
4. Documentation:
    a. Keep accurate logs to track streets swept and streets still requiring sweeping.
    b. Report activities to the Street Superintendent to update the Maintenance database.

STREETS / STORM DRAIN	**SSD-13**
Curb Painting	

1. Preparation:
    a. Calculate the amount of paint required for the job.
    b. Use water based paints if possible.
    c. Determine whether the wastes will be hazardous or not and the required proper disposal of said wastes.
    d. Determine locations of storm drain inlets and sewer inlets that may need to be protected.
        i. If storm drain inlets are in the vicinity protect them from spills utilizing SOP: *Inlet Protection (SSD-1).*
    e. Prepare surfaces to be painted without generating wastewater; e.g. use sandblasting and or scraping.
    f. Use a citrus-based paint remover whenever possible, less toxic than chemical strippers.
    g. If wastewater will be generated, use curb, dyke, etc. around the activity to collect the water and collect the debris.
        i. Dispose of contaminates per SOP: *Debris Disposal (G-1).*
2. Process:
    a. Paint curb.
    b. Prevent over-spraying of paints and/or excessive sandblasting.
    c. Use drip pans and drop clothes in areas of mixing paints and painting.
    d. Store latex paint rollers and brushes in air tight bags to be reused later with the same color.
    e. If a spill occurs <u>STOP IMMEDIATELY</u>.
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
3. Clean-up:
    a. Sweep up all spilled de-icing material around loading area.
    b. Clean out trucks after snow removal duty according to SOP: *Vehicle and Equipment Washing (G-6)*.
    c. Sweep up residual from streets when weather permits using SOP: *Street Sweeping (IDDE-12).*
    d. If a spill occurred clean area using dry spill kit materials.
4. Documentation:
    a. Quantify the amount of de-icing material used and report to Public Works Director.
    b. If a spill occurred complete the SOP: *Discharge/Spill Inspection Report (SI-3)* and submit to Public Works Director and Storm Water Manager.

STREETS / STORM DRAIN	**SSD-14**
Shouldering & Mowing	

1. Preparation:
    a. Determine length of job or task.
    b. Locate and determine a disposal site.
    c. Use proper equipment and avoid any safety hazards.
    d. Perform any roadside maintenance in a way to prevent eroded materials from entering the storm drain system.
    e. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
2. Process:
    a. Load truck with material using SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)* or have it brought in.
    b. Verify load, travel same route. Smooth or grade road.
    c. Place import material as needed and perform grading to achieve proper drainage.
    d. Maintain proper slope in road for water runoff.
    e. Keep mow level 3 inches above dirt to reduce safety hazards, debris scattered on road, and vegetation destruction.
3. Clean-up:
    a. Remove grass clippings from paved surfaces and gutter after mowing.
    b. Clean up accumulated material around storm drain protection BMPs, then remove.
    c. Clean up equipment using SOP: *Vehicle and Equipment Washing (G-6)*. Spray down should not enter storm drain system.
    d. Clean up any debris on traveled roads.
4. Documentation:
    a. Keep accurate logs to track street mowing and streets still requiring maintenance.
    b. Report activities to the Street Superintendent to update the Maintenance database.

STREETS / STORM DRAIN	**SSD-15**
Secondary Road Maintenance	

1. Preparation:
    a. Determine length of job or task.
    b. Locate and determine a disposal site.
    c. Use proper equipment and avoid any safety hazards.
    d. Check for proper drainage: slopes, berms etc.
    e. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
2. Process:
    a. Load truck with material using SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)* or have it brought in.
    b. Verify load, travel same route. Smooth or grade road.
    c. Maintain proper slope in road for water runoff.
3. Clean-up:
    a. Clean up accumulated material around gravel bags, then remove.
    b. Clean up equipment using SOP: *Vehicle and Equipment Washing (G-6)*. Spray down should not enter storm drain system.
    c. Clean up any debris on traveled roads.
4. Documentation:
    a. Keep accurate logs to track secondary streets maintained and streets still requiring maintenance.
    b. Report activities to the Street Superintendent to update the Maintenance database.

STREETS / STORM DRAIN	SSD-16
Material Storage	

1. Preparation:
    a. Review the material in question.
    b. Determine its location, duration, and material type
        i. If stored on impervious surfaces determine BMPs to mitigate runoff to storm drain inlets.
        ii. If stored for a duration longer than 14 days determine BMPs to mitigate wind, rain, and snow erosion to storm drain inlets.
            1. If easily transportable by hydraulic events (salt, sand, woodchips, etc) special consideration will be needed in determining BMPs.
    c. When possible store all material under cover, on an impervious surface contained by a threshold to reduce runoff from erosion to the MS4, or percolation into groundwater.
    d. Never allow landscaping material to be staged on the road, or in storm water conveyance channels without proper BMPs.
    e. Secure proper BMPs to protect material while stored and inform Drainage Utility Supervisor of plan/efforts.
2. Process:
    a. Deposit material.
    b. Install BMPs to protect material.
    c. Where applicable install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
    d. If material pile is dynamically permanent (salt pile) then conduct BMP inspections per SOP: *High-Priority Site Monthly Visual Inspections (IE-6).*
3. Clean-up:
    a. Clean up area around material deposition using SOP: *Street Sweeping (IDDE-12).*
    b. Clean up any material caught by inlet protection.
    c. Remove inlet protection.
    d. Haul off excess soil and debris according to SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4).*
    e. Dispose of waste per SOP: *Debris Disposal (G-1).*
4. Documentation:
    a. Record time of material deposition, and removal.
    b. Keep documentation of all inspections conducted on BMPs protecting material.

CULINARY WATER	**W-1**
Planned Waterline Excavation Repair/Replacement	

1. Preparation:
    a. Call the Blue Stakes Center of Utah at least 2 working days before any digging will be done, to reveal the location of underground utilities: 811 or 1-800-662-4111
    b. Set up temporary traffic control - see Part VI of the MUTCD
    c. Saw cut pavement in area needing excavation.
    d. Determine where discharge flow will go.
    e. Clean gutter leading to inlets.
    f. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
    g. Use proper equipment and avoid any safety hazards.
    h. Isolate waterline to be worked on by turning off valves.
2. Process:
    a. Drain line as much as possible from a hydrant or drain valve.
    b. Direct any discharge to protected inlet (determined in step 1d)
    c. Backfill and compact excavation
        i. Remove as much saturated soil as feasible.
        ii. Place and compact backfill in lifts no deeper than one foot.
        iii. Place and compact top lift to make it blend with surrounding pavement.
3. Clean-up:
    a. Clean up area around excavation using SOP: *Street Sweeping (IDDE-12).*
    b. Clean up any material caught by inlet protection.
    c. Remove inlet protection.
    d. Haul off excess soil and debris according to SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4).*
    e. Dispose of waste per SOP: *Debris Disposal (G-1).*
4. Documentation:
    a. Report activities to the Street Superintendent, and Water Superintendent.

CULINARY WATER	**W-2**
Emergency Waterline Excavation Repair/Replacement	

1. Preparation:
    a. Isolate waterline to be worked on by turning off valves.
    b. Make sure service trucks are equipped inlet protection materials such as wattles or gravel bags.
    c. Set up temporary traffic control - see Part VI of the MUTCD.
    d. Call the Blue Stakes Center of Utah to notify them of the need to dig for an emergency repair: 811 or 1-800-662-4111.
    e. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
    f. Use proper equipment and avoid any safety hazards.
2. Process:
    a. Drain line as much as possible from a hydrant or drain valve.
    b. Follow appropriate repair procedures in making the repair.
    c. Backfill and compact excavation.
        i. Remove as much saturated soil as feasible.
        ii. Place and compact backfill in lifts no deeper than one foot.
        iii. Place and compact top lift to make it blend with surrounding pavement.
3. Clean-up:
    a. Repair eroded areas as needed.
    b. Clean up loose material from apparent tracking or spills along travel path of trucked material.
    c. Clean up any material caught by inlet protection.
    d. Conduct sweeping as needed using SOP: *Street Sweeping (IDDE-12).*
    e. Remove inlet protection.
    f. Haul excess soils according to SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4).*
    g. Dispose of waste per SOP: *Debris Disposal (G-1).*
4. Documentation:
    a. Report activities to the Street Superintendent, and Water Superintendent.

CULINARY WATER	**W-3**
Waterline Flushing for Routine Maintenance	

1. Preparation:
    a. Determine flow path of discharge to inlet of waterway.
    b. Clean flow path.
    c. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
2. Process:
    a. If it appears that flushing straight from the hydrant or blow-off valve may cause a problem (such as erosion, or splash on vehicles), connect a hose or diffuser to the discharge fitting.
    b. Turn on the valve to flush the water, and leave it on until enough time has passed to allow adequate flushing of the line to occur.
    c. Turn off the water
3. Clean-up:
    a. Clean up any material caught by inlet protection.
    b. Remove inlet protection.
    c. Haul excess soils according to SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4).*
    d. Dispose of waste per SOP: *Debris Disposal (G-1).*
4. Documentation:
    a. Report activities to the Water Superintendent.

CULINARY WATER	**W-4**
Waterline Flushing after System Disinfection – Discharge to Storm Drain	

5. Preparation:
    a. Determine chlorine content of discharged water for utilizing appropriate de-chlorination equipment.
    b. Determine flow path of discharge.
    c. Clean the flow path.
    d. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
6. Process:
    a. Place de-chlorination equipment on point of discharge according to manufacturer's recommendation.
    b. If it appears that flushing straight from the hydrant or blow-off valve may cause a problem (such as erosion, or splash on vehicles), connect a hose or diffuser to the discharge fitting.
    c. Allow water to run until line is adequately flushed, then turn off and remove de-chlorination equipment.
    d. Sample for chlorine residual.
7. Clean-up:
    a. Clean up any material caught by inlet protection and dispose according to SOP: *Debris Disposal (G-1).*
    b. Remove inlet protection.
    c. Remove equipment from flush point.
8. Documentation:
    a. Record result of chlorine residual test.

CULINARY WATER	**W-5**
Waterline Flushing after System Disinfection – Discharge to Off-site Location	

1. Preparation:
    a. Determine appropriate location for application of the chlorinated water.
    b. Estimate the amount of water to be flushed, and select tanker to use and number of trips that will be necessary.
2. Process:
    a. Flush to tanker.
    b. Haul the chlorinated water to the pre-selected location.
    c. Apply the chlorinated water to the soil such that the water does not run off of the site.
    d. Have a sample taken for a chlorine residual test
3. Clean-up:
    a. None
4. Documentation:
    a. Record result of chlorine residual test.

CULINARY WATER	**W-6**
Chemical Handling/Transporting and Spill Response	

1. Preparation:
    a. Understand MSDS for handling and storage of product.
    b. Determine best location to handle product at destination site.
    c. Have necessary containment and spill kits at handling place, suitable for the material to be handled.
    d. If at a Priority Site review the SWPPP and follow all minimum control measures.
2. Process:
    a. Make connections.
    b. Begin transfer process.
    c. Discontinue operations if spill or leaking occurs, and repair before continuing.
    d. Disconnect and store handling equipment.
3. Clean-up:
    a. Respond to and report spills according to SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.
    b. Ensure that any spills are cleaned up. If spilled material is hazardous, it must be handled by a licensed hazardous waste handler and disposed at a hazardous waste disposal site.

Contact: Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US

(801) 232-0976

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-1**
Contractor Training and SOPs Acknowledgment Form	

This SOP must be read in its entirety prior to performing the activities described herein. This acknowledgment form must be signed at the time of training to document that the individual has received, read, and understands the contents of the SOP.

Document Title:	
Document Version:	

By signing below, I acknowledge that:

- I have **read and understand** the Standard Operating Procedure referenced above.
- I agree to **perform all applicable tasks in accordance with the instructions and requirements described in this SOP.**
- I understand that this SOP **remains in effect until it is revised, replaced, or superseded by an approved updated version.**
- I understand that **failure to follow this SOP may result in corrective action and/or removal from performing the associated work.**

Printed Name	Signature	Job Title/Department	Date

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-2**
Catch Basin Cleaning	

1. Purpose:
   To outline standardized procedures for cleaning catch basins to reduce clogging of storm drain systems, to reduce pollutant loading to receiving waters, and to maintain system functionality.
2. Procedure:
    a. Preparation:
        i. Review the catch basin cleaning schedule.
            1. Catch basin grates shall be cleaned, at minimum, quarterly.
            2. Grates identified as frequently problematic areas shall be cleaned more frequently.
            3. Catch basins shall be cleaned on a rolling basis or as needed to address potential concerns.
        ii. Inspect equipment for proper operation and leaks; perform necessary maintenance.
        iii. Gather required Personal Protective Equipment (PPE) and safety materials.
        iv. Conduct a safety briefing with all personnel involved.
    b. Equipment and materials:
        i. Vacuum truck or equivalent catch basin cleaning equipment (e.g., clam shell bucket, dump truck, backhoe, or loader.)
        ii. PPE
        iii. High-pressure washer (if available)
        iv. Spill containment materials
        v. Inspection and cleaning forms/logs
3. Process:
    a. Remove debris from the catch basin grate and surrounding area.
    b. Visually inspect the exterior and interior of the catch basin for structural integrity, blockages, or signs of illicit discharge (e.g., unusual odors, staining, oil sheen).
    c. Note any maintenance or repair needs and document them on the inspection form.
    d. If gross contamination (e.g., sewage, oil, hazardous waste) is suspected, halt work and notify the supervisor and appropriate parties according to guidance provided in the SOP SI-2, *Response & reporting Contact List* .
    e. Basin cleaning:
        i. Block and/or contain the entrance to the storm drainpipe from the catch basin sump.
        ii. Clean from upstream to downstream when multiple basins are present and drain in line with each other.
        iii. Remove accumulated sediment and debris from the catch basin sump using appropriate equipment. Do not wash it into the drainpipe.

iv. Use a high-pressure washer or other equipment, if available, to dislodge remaining material, vacuuming the resulting slurry as needed. Do not discharge the material into the storm drainpipe.
v. If manual removal is required, stockpile residuals on an impermeable surface and cover until proper disposal. Whenever possible, separate the piles from potential run on.

f. Waste handling and disposal:
    i. Place all solids in sealed containers for disposal at an approved landfill or treatment facility.
        1. For saturated materials, solids should be decanted prior to disposal. Once decanted, solid materials shall be disposed of at the sanitary landfill.
        2. Decanted liquids shall be drained to a sanitary sewer from the decanter.
    ii. If contamination is suspected, store material on an impervious surface and arrange for proper testing and disposal.
g. Clean-up:
    i. Contain and clean up any spills immediately and report to necessary parties as needed according to procedures in SOP SI-1 *Response & Reporting Decision Matrix* and SOP SI-2, *Response & Reporting Contact List.*
    ii. Clean all equipment according to protocols outlined in SOP G-6, *Vehicles and Equipment Washing.*
    iii. Clean the work area as needed to prevent further or future spills or discharges.
h. Documentation:
    i. Complete a Catch Basin Inspection and Cleaning Form for each basin serviced, recording location, date, observations, actions taken, and waste quantities.
    ii. Maintain a log of catch basins cleaned, issues encountered, and materials removed and submit records to the Storm Water Coordinator. Records of catch basin maintenance shall be maintained with Centerville City in ArcGIS Drainage Master Map.

7. Training

All personnel involved in catch basin inspection and cleaning must receive annual training on SOP procedures, equipment operation, safety, stormwater pollution prevention, and spill response.

8. Review and Update

This SOP will be reviewed annually and updated as necessary to incorporate regulatory changes, equipment upgrades, or improved practices.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-3**
Graffiti Removal and Hard Surface Cleaning	

1. Purpose:
    a. This SOP provides guidance for the proper removal of graffiti and hard surface cleaning to protect stormwater.
2. Procedure:
    a. Preparation:
        i. Prior to cleaning, identify where all storm drains are located in the immediate area. Wash water must not be allowed to enter storm drains or flow down gutters.
        ii. Block or cover all storm drains with booms, storm drain covers, or other means prior to beginning cleaning.
    b. Equipment and materials:
        i. Spill kit and equipment for a dry cleanup
        ii. Storm drain inlet protection devices (booms, berms, drain covers, etc.)
        iii. Wet vacuum and holding tank, if applicable
        iv. Cleaning equipment and materials (pressure washer, detergents, etc.)
        v. Personal Protective Equipment
            1. Gloves
            2. Eye protection
            3. Safety footwear
    c. Process:
        i. Use dry cleanup methods prior to implementing pressure washing or wet cleaning methods.
            1. Sweep, vacuum, and scrape off dried debris. This waste material should be disposed of as solid waste, unless deemed hazardous waste. Hazardous waste should be disposed of by a licensed hazardous waste handler and disposed of at a hazardous waste disposal site.
            2. Solids should be removed from the area prior to pressure washing.
        ii. Pressure washing should be reserved for spot cleaning. Pressure washing shall not be used to clean the entirety of external building surfaces.
        iii. Pressure wash with minimal water.
        iv. If operations do not include any chemicals or detergents and you are only cleaning ambient dust from the surface, direct wastewater to nearby landscaping or vegetated areas for containment and allow it to infiltrate and evaporate.
            1. Ensure that wash water discharged to vegetation is done so on vegetated or permeable surfaces (gravel, soil) and does not cause erosion or runoff to an impervious surface or stormwater conveyance.

v. When pressure washing using detergents or chemicals, or when removing paint or other potentially hazardous material, all wash water must be captured for proper disposal. Hazardous waste should be disposed of by a licensed hazardous waste handler and disposed of at a hazardous waste disposal site.
vi. A visible sheen should not be visible in wash water. If a visible sheen is identified, use absorbents to eliminate any oil and grease from the discharge.

d. Documentation:
    i. Document the date and time of cleaning operations, as well as the location and cleaning methods used during operations. Report date, time, and all other pertinent information about the cleaning to the Stormwater Coordinator for recording and traceability purposes.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-4**
Green Waste on City Owned Property	

1. Purpose:
    a. This SOP provides guidance for the proper management of green waste.
2. Procedure:
    a. Process:
        i. If green waste (grass clippings, leaves, straw, flowers, or other vegetation) is generated during city operations or on city-owned property, green waste should:
            1. Whenever possible, be chipped/mulched on-site.
            2. If chipping on-site is infeasible, material should be taken directly to the landfill.
            3. If direct disposal at the landfill is infeasible, materials should be taken to the Public Works Facility and deposited in a dumpster suitable for green/vegetative waste.
        ii. Green waste must not be deposited on the streets in front of permittee-owned facilities or on permittee-owned roads/parking lots.
            1. If green waste is stored in roadways adjacent to permittee-owned facilities, immediately notify the Drainage Utility Supervisor or Stormwater Coordinator of the location and condition of the stored waste.
    b. Documentation:
        i. Document the location, time and date, and condition of green waste deposited in the street, noting areas with repeated offenses. If possible, leave a door tag notification on site, citing the ordinance in violation, and notify the Drainage Supervisor and/or Stormwater Coordinator of the citation. Stormwater Ordinance Violation door tags are available to Public Works staff in the Drainage Department. See Drew Howard or Cameron Woodbury for details.

Pollution Prevention and Good Housekeeping	**PH-5**
Open Space Management	

1. Purpose:
    a. This SOP provides guidance for managing City-owned open space areas, ensuring they are free of debris, and stormwater controls are properly maintained.
2. Procedure:
    a. Preparation:
        i. Identify public open spaces and verify that any areas that may be considered stormwater detention areas are properly identified and mapped. Establish inspection and maintenance schedules for identified detention areas.
    b. Process:
        i. Inspect any stormwater or drainage infrastructure on the property. Ensure that it is properly maintained and functioning as intended.
        ii. Follow all SOPs related to landscaping practices, fertilizer/pesticide application, debris removal, and pet waste management during municipal operations in public open spaces.
        iii. Provide regular observation of public open spaces for the presence of trash and debris accumulation.
            1. Ensure that public open spaces have adequate solid waste disposal infrastructure.
            2. Ensure that solid waste deposited in public open space receptacles are removed promptly to avoid accumulation.
    c. Documentation:
        i. Document any stormwater or drainage infrastructure that may require maintenance and communicate pertinent information for adversely impacted stormwater to Drainage Department Supervisor or Stormwater Coordinator. Follow relevant SOPs for performing and documenting maintenance.
        ii. Document public open spaces where trash and debris or other potential pollutants accumulate and identify additional enforcement or cleaning/maintenance needs.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-6**
Pet Waste Disposal	

1. Purpose:
    a. This SOP provides guidance for the proper removal and management of pet waste in public areas to protect stormwater from bacteriological pollutants. Pet waste management in public spaces is governed under Title 8-02-100(b) of the Centerville City Municipal Code and requires animal owners to properly dispose of pet waste left in public spaces.
2. Procedure:
    a. Preparation:
        i. Identify areas where pet waste has historically been a problem (trailheads, parks, etc.). Where practical, install pet waste bag dispensers and provide disposal containers at locations where pets and pet owners congregate, as well as signage providing clear instructions for proper clean up and disposal of pet waste.
        ii. Enforce regulations that require pet owners to clean up pet waste and use leashes in public areas unless otherwise noted. Ensure that public off-leash areas are clearly defined and avoid siting public off-leash areas near water bodies.
            1. In instances where regulation enforcement is required, contact Centerville Public Works 801.292.8283 (Zoning and Planning/Code Enforcement) to notify them of the occurrence(s).
    b. Process:
        i. Inspect parks, trails, and public off-leash areas for pet waste as necessary and identify problem areas.
        ii. Check for pet waste accumulation in public open spaces prior to landscaping and mowing operations.
        iii. Enforce pet waste cleanup and removal ordinances as necessary.
    c. Pet waste removal:
        i. Remove all pet waste using either hand tools or pet waste bags and temporarily store waste in a covered waste container. Dispose of properly.
    d. Documentation:
        i. Document areas of consistent pet waste accumulation for increased enforcement or public education materials. Communicate trouble areas to Drainage Department Supervisor and/or Stormwater Coordinator for traceability purposes.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-7**
Storage of Salt, Sand, Gravel, Landscaping Materials, Asphalt, and Other Materials	

1. Purpose:
    a. This SOP provides guidance for preventing the discharge of pollutants through the proper storage and management of salt, gravel, landscaping materials, asphalt, and other materials.
2. Procedure and general rules:
    a. General rules:
        i. Minimize the number of stored materials in open areas across the site.
        ii. Materials should be stored at locations in accordance with associated facility site map(s), if available.
        iii. When possible, store all materials under cover and on impervious and contained surfaces to reduce run on, contaminated runoff and percolation into groundwater.
    b. Preparation:
        i. Review the location, material type, and storage duration of the material in question.
        ii. Identify storm drain inlets and stormwater conveyance channels adjacent to the storage location.
    c. Process:
        i. Deposit materials that are to be stored only at the identified storage locations. Do not store materials in open spaces across the site.
        ii. Install necessary BMPs to protect and contain the material and reduce the chance of runoff entering storm drain conveyances.
            1. Necessary BMPs may vary depending on the ground conditions. Select BMPs that are best suited for the individual site.
        iii. If material is to be stored in excess of 30 days, conduct BMP site inspections periodically according to SOP IE-8, *High Priority Site Monthly Visual Inspections,* until materials are used or moved.
        iv. Once delivered materials are stored, clean up the area around the material deposition. If using a street sweeper for cleanup, refer to SOP SSD-12, *Street Sweeping*, for guidance on proper street sweeping protocols.
        v. Clean up and remove any materials caught by inlet protection BMPs and remove inlet protection BMPs.
        vi. Remove excess material and dispose of the waste according to SOP G-1, *Debris Removal*.
3. Documentation:
    a. Record the date and time of material deposition and removal and communicate the information to the Drainage Department Supervisor and/or Stormwater Coordinator.
    b. Document all inspections of BMPs and protected materials.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-8**
Street Sweeping	

1. Purpose:

   To establish standardized procedures for municipal street sweeping of Centerville city-owned roads and parking lots to reduce stormwater pollution.

2. Procedure:
   a. Preparation:
      i. Review the sweeping schedule and identify areas of operation for the day's operations.
         1. Sweeping of city roads should occur, at minimum, four times annually. Parking lots should be swept, at a minimum, two times annually.
         2. High-priority facilities should be swept, at a minimum, four times annually.
         3. Sweeping should be scheduled on days when garbage collection does not occur and when weather conditions are suitable if possible.
      ii. Gather required PPE and safety materials:
         1. Safety glasses
         2. Safety shoes
         3. Ear protection
         4. Gloves
         5. Safety vest
      iii. Conduct a safety briefing with all personnel involved.
      iv. Prior to starting operations, inspect the sweeper and related equipment for proper operation and safety compliance.
   b. Materials and equipment:
      i. Mechanical street sweeper
      ii. Personal protective equipment (PPE): safety glasses, safety shoes, ear protection, gloves, safety vest
      iii. Traffic control devices
      iv. Inspection and sweeping logs/forms
   c. Regular sweeping:
      i. During operation, use operator discretion to bypass gutters that are clear of debris or lightly soiled.
      ii. Inspect and clear storm drain grates of debris. If necessary, hand-sweep debris away from grates before proceeding with mechanical sweeping.
      iii. Remove small objects or obstructions (e.g., trash cans, ramps) from the gutter when necessary. Bypass lightly soiled areas with chronic obstructions and report these for ordinance enforcement if needed.

iv. Coordinate with other divisions for sweeping municipal yards or parking areas, ensuring that areas are prepped prior to sweeping.
v. Do not operate street sweeping apparatus in areas outside the scheduled area of operation. Private street owners are responsible for their own sweeping.

d. Emergency or requested sweeping:
i. Requesting departments/divisions must remove large accumulations of material before sweeping.
ii. Sweep wet material only if necessary (e.g., before forecasted storms or if residue may cause slick conditions). Multiple passes may be necessary to complete sweeping under wet conditions.
iii. Do not sweep hazardous or suspicious materials. Immediately report hazardous or suspicious material discharges or spills according to SOPs SI-1, SI-2, and/or SI-3 for discharge or spill reporting.
iv. For animals trapped in stormwater systems, contact the designated animal services emergency dispatch.

e. Disposal:
i. Unload waste in designated disposal containers. Disposed material from street sweeping operations is to be disposed of at a sanitary landfill.

f. Obstructions:
i. Report chronic obstructions (e.g., vehicles, trailers, overgrown trees) in the street sweeping log, to ordinance enforcement, and to the Drainage Department Supervisor and/or Stormwater Coordinator as needed.

3. Scheduling considerations:
a. Identify problem areas where increased street sweeping may be required and report them to Drainage Utility Supervisor or Stormwater Coordinator.
b. Consider changes to sweeping frequency in autumn and after winter thaws to prevent increased organic matter and sediment from entering waterways.
c. Adjust sweeping frequency based on inspection results of city-owned roads, parking lots, and facilities and effectiveness of previous sweeping operations.

4. Documentation:
a. Record completed streets and conditions in the Street Sweeping Log and communicate completions to Drainage Department.
b. Log all emergencies and requested sweeping activities.
c. Do not record personal information (e.g., names, addresses) in the sweeper log.
d. Maintain a copy of this SOP at the Public Works office.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-9**
Vehicle and Equipment Storage and Maintenance	

1. Purpose:
    a. This SOP provides guidance for the proper storage of vehicles and equipment and good housekeeping practices used to prevent discharge during maintenance activities.
2. Procedure:
    a. Preparation:
        i. Inspect designated parking areas for evidence of leaks on a regular basis.
        ii. Store vehicles inside where floor drains have been connected to a sanitary sewer system.
            1. If inside vehicle storage is not available, vehicles and equipment should be stored in approved designated areas and under cover whenever possible.
        iii. Provide drip pans and absorbent materials to address any active equipment leaks.
    b. Process:
        i. Parking and storage:
            1. Keep vehicles and equipment maintained according to established maintenance schedules to prevent leaks as much as possible.
            2. Inspect parking locations for evidence of previous leaks prior to parking and storing vehicle/equipment.
            3. If evidence of leaking is discovered during inspection or otherwise:
                a. Use dry methods to clean up any spills/leaks.
                b. Identify the leaking equipment/vehicle and place a drip pan underneath the leaking component to capture material.
                c. Document the leak to maintenance and shop personnel to make repairs as soon as possible.
                d. Continue to store the vehicle/equipment with a drip plan until scheduled repairs are complete.
            4. Never park vehicles or equipment over a storm drain. This eliminates potential discharge and allows for leaks to be readily identified.
        ii. Vehicle/maintenance operations
            1. Never perform vehicle maintenance on top of a storm drain or near a stormwater conveyance channel.
            2. Perform maintenance in dedicated maintenance areas only.
                a. If maintenance must be done outdoors, do not perform maintenance during precipitation events.
                b. Perform maintenance away from storm drains and stormwater conveyance channels.

i. If maintenance operations must be done outdoors and present a risk of illicit discharge, select and implement BMPs (inlet covers, absorbents) to capture and hold potential contaminants from entering the stormwater conveyances.

3. Capture all drained or leaking fluids in the appropriate container and use drip pans to catch leaking or dripping materials.
4. In the event of a leak or spill, use dry absorbent methods to clean up the spill and dispose of the materials in accordance with SOP G-1, *Debris Disposal*.

iii. Documentation:

1. Record locations where vehicles or equipment are leaking and communicate the leak to maintenance personnel and the Stormwater Coordinator for traceability.
2. Identify and record the leaking equipment unit or vehicle.
3. Document the scheduled maintenance date and take appropriate steps for alternate equipment use until repairs are complete.