Standard Operating Procedures
Facility Maintenance

SECTIONS

1. General Facility Housekeeping

2. Street Sweeping

3. Landscape Maintenance
   i. Design and Maintenance
   ii. Fertilizing and Turf Health
   iii. Weed and Pest Control
   iv. Mowing and Irrigation
   v. Fertilizer & Pesticide – storage and disposal

4. Debris Disposal
   i. Landscape
   ii. Chemical
   iii. Building materials
# General Facility Housekeeping

## Purpose of SOP:
To identify causes or contributors of pollution on job sites. To familiarize workers with job site environment and materials to minimize introduction of pollutants into storm drainage systems. To minimize pollutant transport from job sites. To protect stormwater by inspecting, testing, and replacing or repairing equipment on a regular basis to prevent a failure of stormwater structures.

## Always:
- Determine potential hazards of job/ task (MSDS sheets when working with chemicals)
- Identify area storm drains prior to performing work to identify and implement proper operational procedures and to allow for containment of spills in a timely manner
- Report spills immediately to supervisor
- Clean debris/ trash from job site prior to leaving site
- Dispose of trash/ debris in proper receptacles/ manner

## Whenever

## Possible:
- Educate staff of proper containment and pollution control actions for each task/ job
- Research and implement new technology that will improve the overall pollution prevention actions.

## Never:
- Never fail to report spills

## Other Related SOPs:
- Spill control procedures
Town of Mount Pleasant
Standard Operating Procedure
for:

STREET SWEEPING

<table>
<thead>
<tr>
<th>Purpose of SOP:</th>
<th>Directive for operating and performing street sweeping operations. To protect stormwater by removing floatables, sediment, and other metals, debris, and pollutants from local roadways. This reduces clogging in the storm drain system as well as the transport of sediments and pollutants into receiving water bodies. It also serves to maintain proper hydraulic capacity and reduce flood occurrences. <em>service performed in limited areas</em></th>
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**Always:**
- Inspect equipment for functionality and cleanliness
- Dispose of collected materials in approved areas
- Clean equipment following use
- Provide records of operations

**Whenever**
- Report problem areas (illegal dumping)

**Possible:**
- Clean areas/roadways where spills due to traffic accidents have occurred before next rainfall
- Perform street sweeping on an appropriate schedule to reduce the amount of sediment, debris and organic matter entering the catch basin, which in turn reduces the frequency with which they will need to be cleaned.

**Other**
- General Facility Housekeeping

**Related SOPs**
- Material Disposal Procedures
- Vehicle Maintenance
Town of Mount Pleasant
Standard Operating Procedure
for:

LANDSCAPE DESIGN AND MANAGEMENT

<table>
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<tr>
<th>Purpose of SOP:</th>
<th>To protect stormwater by designing and managing landscaping in ways that minimizes polluted runoff.</th>
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**Always:**
Design landscaping by taking into account soil types, light, drainage, desired maintenance level and budget.

**Whenever Possible:**
Stabilize erosion prone steep slopes by using techniques such as over seeding, turf reinforcement mats, special vegetation, and other BMPs that may be appropriate for the specific location.
Use native plants that are pest resistant. Plant the right plant in the right area.
Manage water runoff by rerouting gutters away from storm drains and maintaining groundcovers between developed areas and waterways (ditches, swales, shorelines).
Utilize Rain Barrels where appropriate.
Reduce or eliminate mown lawn in unused areas by planting buffers or bio retention areas.
Convert unused turf to meadow or forest.
Establish set back distances from pavement, storm drains, and waterbodies. Allow these areas to serve as buffers with disease-resistant plants and minimal mowing.

**Never:**
Never develop a landscape design without assessing its impact on water quality.

**Other Related SOPs:**
- General facility housekeeping
- Lawncare - Fertilizing
- Lawncare - Weed and Pest Control
- Lawncare - Mowing and Watering
- Alternative Products Use/Storage/Disposal
Town of Mount Pleasant
Standard Operating Procedure
for:

FERTILIZING AND TURF HEALTH

Purpose of SOP:
To protect stormwater by properly storing, applying, and disposing of fertilizers and by maintaining turf health to reduce diseases.

Always:
- Apply fertilizers based on a soil testing program, soil type, turf function, and assessment by qualified personnel.
- Apply fertilizers to maximize effectiveness and minimize polluted runoff.
- Store, use, and dispose of all fertilizers and contaminated wastes according to manufacturer's specifications and applicable regulations.
- Choose seed based on soil types, intended use of area, latest variety research, and assessment of past site performance.

Whenever
- Avoid fertilizing during a drought or when the soil is dry.

Possible:
- Apply fertilizers during periods of maximum plant uptake (usually fall and spring).
- Avoid combined products such as weed and feed, which do not necessarily target specific problems at the appropriate time.
- Calibrate application equipment to ensure proper application.
- If phosphorus fertilizer is used when re-seeding, mix phosphorus into root-zone.
- Substitute synthetic fertilizers with natural compost and organic fertilizers.
- Aerate grassed areas to improve drainage and bring more oxygen to the soil.

Never:
- Never fertilize before a heavy rainfall.
- Never apply phosphorus fertilizer on soil surface.
- Never deposit fertilizer in the water, onto the street or into storm drains.
<table>
<thead>
<tr>
<th>Other Related</th>
<th>General Facility Housekeeping</th>
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<tr>
<td>SOPs:</td>
<td>Landscaping</td>
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<td>Alternative Products</td>
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<td>Use/Storage/Disposal</td>
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# WEED AND PEST CONTROL

<table>
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<tr>
<th><strong>Purpose of SOP:</strong></th>
<th>To protect stormwater by properly storing, applying and disposing of herbicides and pesticides.</th>
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**Always:**

- Ensure that pesticides are only applied by personnel certified to do so.
- Use, store, and dispose of all chemicals and waste products according to manufacturer's specifications and any state/local requirements.
- Cleanup any spilled chemicals.
- Store pesticide and herbicide-contaminated waste materials in a labeled, designated, covered, and contained area.
- Use pesticides and herbicides only when necessary.
- Rinse equipment only when necessary and use rinse water to dilute next mix as long as application rates are not exceeded.

**Whenever Pos:** Use alternative methods to control weeds and pests such as Integrated Pest Management strategies, biorational insecticides (natural soaps and oils) or biological controls.

- Mix/load pesticides in an area where spills can be contained.
- Pull weeds by hand or mechanically.
- Tolerate low levels of weeds.
- Allow grass to grow 2.5 to 3 inches high, reduce thatch build up and aerate soils.
- Reduce seed release of weeds by timing cutting at seed set.
- Establish setback distances from pavement, storm drains, and waterbodies; allow these areas to serve as buffers with disease-resistant plants and minimal mowing.
Never:

Never mix or prepare pesticides or herbicides near storm drains.

Never apply controlled pesticides or herbicides unless certified to do so.

Never apply herbicides or pesticides before a heavy rainfall.

Never discharge rinse water or excess chemicals to storm drain, sewer, or ground surface in excess of labeled rates.

Other Related SOPs:

General Facility Housekeeping

Alternative Products Use/Storage Disposal
**Town of Mount Pleasant**

**Standard Operating Procedure**

**for:**

**MOWING AND IRRIGATION**

| Purpose of SOP: | To protect stormwater by using proper mowing and watering techniques. Proper mowing and irrigation techniques will reduce organic matter and other pollutants from entering the storm drain system and waterbodies. |

**Always:**

- Mow only as low as needed for the area’s intended use.
- Vary mowing pattern.
- Base irrigation amounts on monitoring for moisture content.
- Water at appropriate times (when no rain is forecasted).
- Manage leaves, clippings, and compost so that runoff does not enter storm drain system or waterbodies.

**Whenever**

- Allow areas to go to meadow or field and mow once or twice per year rather than every week.

**Possible:**

- Keep mower blades sharpened to avoid damaging grass leaf tissue.
- Mow when the grass is dry to prevent spread of turf diseases.
- Sweep lawn clippings and debris instead of using water.
- Mulch grass clippings using a mulching mower.
- Fill gas tanks in a controlled location.

**Never:**

- Never dump gas, wastes or contaminated water down storm drains.
- Never refuel or change the mower oil near storm drains.
- Leave mower running in one location.

**Other Related SOPs:**

- General Facility Housekeeping
- Landscaping
Town of Mount Pleasant
Standard Operating Procedure
for:

FERTILIZER AND PESTICIDE - STORAGE AND DISPOSAL

**Purpose of SOP:** To protect stormwater by properly storing and disposing of fertilizers and pesticides. Because storm drain water is not part of a wastewater treatment system, these chemicals flow untreated into ponds, lakes, rivers, streams, creeks, harbors and the ocean.

**Always:**
- Store fertilizers and pesticides in high, dry locations, according to manufacturer’s specifications and applicable regulations.
- Cleanup spills and leaks of pesticides and fertilizers to prevent the chemicals from reaching the storm drain system.
- Clearly label secondary containers.
- Properly dispose of fertilizers and pesticides according to manufacturer’s specifications and applicable regulations.
- Regularly inspect fertilizer and pesticide storage areas for leaks or spills.

**Whenever**
- Store pesticides in enclosed areas or in covered impervious containment, preferably in a locked cabinet.

**Possible:**
- Order fertilizers and pesticides for delivery as close to time of use as possible to reduce amount stored at facility.
- Order only the amount needed to minimize excess or obsolete materials requiring storage and disposal.
- Use ALL herbicides or pesticides appropriately to minimize the amount of chemicals requiring disposal.

**Never:**
- Dispose of old, unusable or “obsolete” pesticides as in accordance with applicable regulations.
- Never leave unlabeled or unstable chemicals in uncontrolled locations.
# Standard Operating Procedure for: Material Disposal – General Chemicals

| Purpose of SOP: | To protect stormwater by properly storing, using and disposing of chemicals and containers from municipal activities. |

**Always:**
- Read and follow manufacturer's instructions and MSDS for disposal information.
- Notify supervisors if appropriate disposal site is not readily available.
- Ensure containers are properly rinsed prior to disposal.

**Transport “hazardous” materials in small quantities to Charleston County’s Disposal site at Bees Ferry Landfill.**
- Wear proper Personal Protective Equipment
- Notify supervisors of spills
- Protect storm drain systems from leaks

**Whenever**
- Contain and immediately clean up spills if no hazard to personnel exists

**Possible:**
- Use chemicals in a safe and appropriate manner
- Store and purchase chemicals in quantities to reduce potentials for large spills

**Never:**
- Never dispose of Chemicals into the stormdrain system

**Other Related SOPs:** General Facility Houskeeping
# DEBRIS DISPOSAL - LANDSCAPE

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<th>Purpose of SOP</th>
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**Always:**
- Remove landscape debris from worksite
- Pile debris for collection by Sanitation Crews
- Transport debris in tarped trucks – covered loads
- Deliver debris to Transfer Station for disposal
- Place materials in appropriate debris piles in transfer yard

**Whenever:**
- Plant appropriate or native plants to minimize pruning and cutting

**Possible:**
- Mulch cut grass clippings on site

**Never:**
- Dump or blow landscape debris in storm drains
- Never dispose of landscape debris in drainage ditches
- Comingle landscape debris with other waste products

**Other Related SOPs:**
- General Facility Houskeeping

**SOPs:**
**Town of Mount Pleasant**

**Standard Operating Procedure**

for:

**MATERIAL DISPOSAL PROCEDURES - GENERAL**

| Purpose of SOP: | To control the disposal of materials from Town Facility Maintenance activities. This housekeeping measure will help to eliminate the re-introduction of pollutants into the water bodies – once they have been removed. |

**Always:**
- Dispose of waste material in authorized areas
- Use adequate and appropriate containment devices

**Whenever**:
- Decant waste water to sanitary sewer

**Possible:**
- Decant to system with oil and water separator

**Never:**
- Never decant waste water to storm drainage system.
- Never decant waste water to a receiving waterbody
- Never dump solid waste material in non-authorized areas

**Other Related SOPs:**
- General Facility Housekeeping
- Storm Sewer System Cleaning
- Street Sweeping
- IDDE SOP for Opportunistic Inspections
Painting

**Purpose of SOP:** To protect stormwater by properly storing, using and disposing of paint and preparation materials.

**Always:**
- Store waste paints, solvent, and rags in covered containers.
- Perform abrasive blasting and spray painting in accordance with regulations.
- Properly clean, store, and dispose of paint and paint or preparation waste materials.

**Whenever**
- Use less toxic paints such as latex or water-based paints.

**Possible**
- Use drop cloths under any painting or preparation activity such as scraping or sandblasting.
- Use techniques such as brushing and rolling to avoid overspray.
- Use vacuum sanders to collect paint dust.
- Perform abrasive blasting and spray painting in an enclosed or covered area that is safe for personnel.

**Never:**
- Never allow defective equipment or structures to go unrepaired.
- Never dispose of paint wash into the storm drainage system or waterways
- Never dispose of paint or waste paint products into the storm drain system, a waterbody, or onto the ground