



ALABAMA

Standard Operating Procedure				SOP #:	PW-0214
Description:	Material Storage Areas				
Department:	Right of Way Maintenance			Date Revised:	2/23/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 4/24/2014			Original Date Prepared: 4/24/2014		
Job Classification: All ROW Maintenance Personnel					

OPERATIONAL OVERVIEW: Right of Way Maintenance is responsible for storage of materials which include: sand, clay, topsoil, riprap, limestone, wash sand, and gravel. Inspections of the storage material will be conducted bi-weekly by the Oil Spill Supervisor. Additionally, all ROW Maintenance Personnel and Supervisors will prevent and/or minimize storm water impacts during such work.

STANDARD OPERATING PROCEDURES:

1. Crews shall report to assigned work areas and ensure that all safety protocols are met while on jobsite (wearing Personal Protection Equipment).
2. Materials are to be kept in secure storage areas.
3. Only authorized personnel are allowed to enter material storage areas.
4. Operators are to follow manufacturer's recommended procedures.
5. No hazardous material is accepted.
6. Material is hauled in by City of Mobile trucks for repair of washouts, cave-ins, shoulders, ditches, and roads graded.
7. BMPs are used to ensure stockpiled materials are contained (as needed).
8. Ensure material/product is properly loaded, not leaking and covered prior to transport offsite.
9. Ensure spill response equipment and supplies are stocked/readily available. If a spill occurs, follow spill response procedures as described in the Spill Response SOP.
10. All material usage is recorded on a Daily Worksheet and turned in to the Supervisor by Operators.



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EMPLOYEE TRAINING

1. Ensure employees are trained in above operations, stormwater pollution prevention and spill response.
2. Ensure employees know how to recognize and report illegal discharges.

RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above operations, storm water pollution prevention and spill response.