



Standard Operating Procedure				SOP #:	PR-12014
Description:	Storm Water Good Housekeeping				
Department:	Parks Maintenance			Date Revised:	4/9/2017
Reviewed By:	Dan Otto	Approved By:	Matthew Capps	Effective Date:	Immediately
Previous Revision Date: 4/10/2014			Original Date Prepared: 1/20/2014		
Job Classification: All Parks Maintenance Personnel					

OPERATIONAL OVERVIEW: All parks maintenance personnel will adhere to the following good housekeeping procedures detailed in this document.

STANDARD OPERATING PROCEDURES:

1. Do not dump liquids or materials outside. Dispose appropriately in a covered trash receptacle.
2. Properly maintain all storm drains, ditches, catch basins, inlets, etc. on the property.
3. Keep work areas neat and sweep after each shift. Properly dispose of all wastes in appropriately labeled containers.
4. Avoid hosing down work areas or trash container areas; if these areas must be washed, discharge to sanitary sewer.
5. Storm Water Education:
 - a. Storm water signs for public education have been developed and installed.
 - b. Inspect and ensure storm water signs are located near high traffic and potential littering areas
6. Public Restrooms:
 - a. Use appropriate cleaners to ensure restrooms are cleaned and maintained.
 - b. Ensure entire contents of cleaners, solvents, and other chemicals are used and not disposed into catch basins, inlets, streets, ditches, channels, water bodies or into the ground.
 - c. Dispose unused cleaners, solvents, and other chemicals as per the directions of the label or SDS sheets. Contact the supervisor if unsure.
 - d. Clean up spills immediately using dry clean-up methods. See Spill Response SOP.
 - e. Do not dump mop water or wastewater from cleaning into catch basin, inlet, parking lot, street, ditch, channel, water body or into the ground. Waste water will be discharged to sanitary sewer. Your supervisor will contact the Oil Spill Crew if large quantities of fats, oils, grease or other sewer clogging materials need to be disposed.
 - f. Avoid pouring or transferring any materials outdoors or near storm drains.
 - g. Sweep or pick-up all debris and properly dispose of all waste.



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EMPLOYEE TRAINING

1. Ensure employees are trained in above operations, storm water pollution prevention and spill response.
2. Ensure employees know how to recognize and report illegal discharges, connections or disposals.

RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above operations.