



ALABAMA

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|---|--|--|--------------|-----------------------------------|-----------------|-------------|
| Standard Operating Procedure  |  |  |              | SOP #:                            | ES-0115         |             |
| Description:  |  | Storm water pollution prevention procedures for fleet and vehicle maintenance operations including emergency repair operation. |              |                                   |                 |             |
| Department:   |  | Equipment Services   |              | Date Revised:                     | 2/24/2017       |             |
| Reviewed By:  |  | Greg Beckham   | Approved By: | Bill Harkins                      | Effective Date: | Immediately |
| Previous Revision Date: 7/23/2015                                     |  |  |              | Original Date Prepared: 7/23/2015 |                 |             |
| Job Classification: Fleet & Vehicle Maintenance Operators/Supervisors |  |  |              |                                   |                 |             |

**OPERATIONAL OVERVIEW:** Equipment Services is responsible for fleet and vehicle maintenance operations including emergency repair operations. Additionally, all Equipment Services Personnel and Supervisors will prevent and/or minimize storm water impacts during such work.

#### **STANDARD OPERATING PROCEDURES:**

##### **Vehicle and Equipment Maintenance**

1. Perform all maintenance activities involving fluids indoor only (except in emergency cases)
2. Move leaking vehicles or equipment indoors, under cover, or at the designated location on the Gayle Street facility.
3. Use drip pans for leaking vehicles that need to be stored outside
4. Contain leaking fluids and tag the vehicle to alert drivers that the vehicle is non-operational
5. If checking for tire leaks, dispose of wastewater appropriately (to interior drain connected to sanitary sewer)
6. Wash vehicles in dedicated wash locations (see Vehicle/Equipment Washing SOP).
7. Keep spill response equipment nearby while conducting maintenance activities (see Spill Response SOP).

##### **Emergency Maintenance Operations**

1. Use drip pans underneath vehicles to catch leaks and drips
2. Have spill kits on all response vehicles
3. Contain leaking fluids and tag the vehicle to alert drivers that the vehicle is non-operational
4. Move vehicle to an impervious surface if possible (for better spill cleanup)
5. Notify your supervisor of spills

##### **Good Housekeeping and Waste Disposal**

1. Clean up all spills promptly
2. Transfer fluids from drip pans to the appropriate waste containers immediately
3. Routinely check any equipment stored outside for leaks
4. Maintain oil/water separators according to municipal ordinances
5. Keep lids on dumpsters closed when not in use



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6. Follow a maintenance schedule to check outdoor parking and storage areas for spills and or debris accumulation
7. Inspect parking and fueling areas daily. Designate employee(s) to perform these inspections

#### **CONTRACTS & CONTRACTORS**

1. Contracts should include storm water pollution prevention language.
2. Ensure that contractors implement proper Best Management (BMPs) to prevent storm water pollution.

#### **EMPLOYEE TRAINING**

1. All applicable employees should be trained in spill response and storm water pollution prevention including how to recognize and report illegal connections or discharge – annually or bi-annually

#### **RECORD KEEPING AND DOCUMENTATION**

1. Keep a copy of all employees trained in above operations, storm water pollution prevention and spill response.
2. Maintain a current copy of the facility's SPCC Plan (if applicable).