STANDARD OPERATING PROCEDURES

Cache County Storm Water Coalition

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CONSTRUCTION – During and Post Construction Site Inspection

Description: This section contains information and guidelines for protecting a construction site with BMPs and a SWPPP during and after the construction of a project.

Applicability: Protecting construction sites and surrounding runoff areas.

1. Preparation
   a. Incorporate a SWPPP in any construction project containing more than one acre in area.

2. Process
   a. Inspect construction site and surrounding area regularly for possible storm drain contamination.
   b. Follow SWPPP guidelines and checklists to verify that standards are met.

3. Clean-up
   a. Remove inlet protection.
   b. Clean flow paths.

4. Documentation
   a. Keep any notes or comments of any problems.
STREETS/STORM DRAIN – Concrete Work

Description: This section contains information on proper concrete placement and how to clean a site to prevent excess concrete materials from entering the storm drain system.

Applicability: Performing any maintenance on roadways.

1. Preparation
   a. Train employees and contractors in proper concrete waste management
   b. Determine how much new concrete will be needed.
   c. Locate or construct approved concrete washout facility.

2. Process
   a. Remove any damaged concrete that may need to be replaced.
   b. Prepare and compact subbase.
   c. Set forms and place any reinforcing steel that may be required.
   d. Moisten subbase just prior to placing new concrete. Place new concrete in forms.
   e. Consolidate new concrete.
   f. Screed off surface.
   g. Let concrete obtain its initial set.
   h. Apply appropriate surface finish.

3. Clean-up
   a. Perform washout of concrete trucks and equipment in approved washout area.
   b. Remove and dispose of excess concrete spilled on site. Sweep and remove concrete dust from grinding activities from the site.

4. Documentation
   a. None

Standard Operating Procedures for Contractors
STREETS/STORM DRAIN – Transporting Soil and Gravel

Description: This section contains information for proper site preparation and maintenance while materials are being transported to or from a site. The use of a SWPPP is also recommended.

Applicability: Removing or importing fill materials for a site.

1. Preparation
   a. Spray down dusty materials to keep from blowing.
   b. Know and understand the SWPPP requirements for the site you will be working at.

2. Process
   a. Use a stabilized construction entrance to access or leave the site where materials are being transported to/from.
   b. Follow the SWPPP requirements for the specific site to/from which the materials are being hauled.
   c. Do not overfill materials when loading trucks.

3. Clean up
   a. Clean up any materials tracked out on the roads from site with street sweeper or by hand methods.
   b. Wash mud from vehicles before leaving site.

4. Documentation
   a. Document tracked material cleanup in maintenance logs.
WATER – Transporting Wet Excavated Materials & Spoils

Description: This section contains information for proper transport of wet excavated materials that may have environmental contaminants.

Applicability: Transport of wet excavated materials & spoils.

1. Preparation
   a. Utilize truck with containment for material.
   b. Determine disposal site of excavated material.
   c. Dry materials prior to transporting if possible.
   d. Install BMP’s if necessary for operations.

2. Process
   a. Load and Transport in manner to minimize spillage & tracking of material
   b. Check truck for spillage.
   c. Utilize one route of transport

3. Clean-up
   a. Clean route of transport to provide cleaning of any spilled material
   b. Wash out equipment truck and other equipment

4. Documentation

Document beginning of work, completion of work and any cleanup items performed on site.
Description: This section contains information for proper waterline flushing and the hauling off of the discharged water in a tanker to use for dust control and compaction.

Applicability: Waterline flushing after construction projects or after system disinfection.

1. Preparation
   a. Determine chlorine content of discharged water.
   b. Neutralize chlorine content.
   d. Provide backflow prevention device.

2. Process
   a. Flush to tanker.
   b. Conform that application of water is in appropriate location.
   c. Conform to BMP’s at the construction site to prevent tracking.

3. Clean-up
   a. Remove equipment from flush point.

4. Documentation
   a. Document beginning of work, completion of work and any cleanup items performed on site.
   b. Residual test of discharged water.
   c. Location of water discharged.
WATER – Waterline Flushing after Construction/System Disinfection with Discharge to Storm Drain

Description: This section contains information for proper waterline flushing, protection of inlet structures, and maintaining a clean flow path for waterway after a construction project or system disinfection with discharge to storm drain.

Applicability: Waterline flushing after construction projects or after system disinfection.

1. Preparation
   a. Determine chlorine content of discharged water. Utilize de-chlorination equipment if necessary.
   b. Determine flow path of discharge.

2. Process
   a. Protect inlets in flow path.
   b. Sweep and clean flow path.
   c. Use diffuser to reduce velocities.

3. Clean-up
   a. Remove inlet protection.
   b. Clean flow paths.
   c. Remove equipment from flush point.

4. Documentation
   a. Document beginning of work, completion of work and any cleanup items performed on site.
   b. Residual test of discharged water.