

Standard Operating Procedures Town of Dracut Department of Public Works Sweeping Streets and Parking Lots	SOP Number: 1	Issue Date: June 30, 2019
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Approved by: *The Stormwater Committee*


 Edward Patenaude Public Works Director


 Tina Douk Stormwater Manager

Purpose of SOPs:

Procedures for the operation and maintenance of street sweepers, frequency of sweeping, disposal of debris, and recordkeeping to prevent pollution from entering the stormwater sewer systems.

MA Small MS4 General Permit Requirement Summary:

Part 2.3.7.a.iii.3.

The permittee shall establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception of rural uncurbed roads with no catch basins or high speed limited access highways shall be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding). The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or TMDL waters or other relevant factors as determined by the permittee. The permittee shall report in each annual report the number of miles cleaned or the volume or mass of material removed. For rural uncurbed roadways with no catch basins and limited access highways, the permittee shall either meet the minimum frequencies above, or develop and implement an inspection, documentation and targeted sweeping plan with two (2) years of the effective date of the permit, and submit such plan with its year one annual report.

Part 2.3.a.iii.4.

The permittee shall ensure proper storage of catch basin cleanings and street sweepings prior to disposal or reuse such that they do not discharge to receiving waters.

Equipment Inventory:

The following is a list of street sweeping equipment:

Equipment Number	Make	Description	Sweeper Speed (or other notes)
19	Pelican	Sweeper	~ 15 mph

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Operations

1. Operate all sweepers and equipment according to the manufacturer's recommended settings, standards, and procedures.
2. While sweeping, drive according to the optimal sweeping speed limit, as recorded in the equipment list above.
3. Sweeping will not take place during inclement weather; including but not limited to snow fall, heavy rainfall, hail, etc.
4. If spills occur or illegal discharges are seen, report to the Stormwater Manager, Tina Douk at tdouk@dracutma.gov or 978.735.6871

Maintenance

1. Sweepers will be checked for leaks after every use. Immediately contain and properly clean up any spills.
2. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occur 1 (one) time per day.
3. Parts are replaced as needed. Brushes are replaced when bristle length is less than 6 (six) inches.
4. Equipment is washed at The Department of Public Works garage located at 833 Hildreth St. Dracut, MA 01826 to trap grease, oils and sediment.
5. The left-over debris is scraped out from the hopper after 3 (three) debris dumps.

Schedule

1. Street sweeping will primarily take place between the months of March and November.
2. All streets with curbing and/or catch basins shall be swept a minimum of once per year in the spring (following winter activities). Streets are swept according to the street list and schedule located at the Department of Public Works G-drive.
3. Priority roads and parking lots are identified on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired or TMDL waters or other relevant factors. These roads and parking lots are listed below and will be swept more frequently as indicated in the table.

These roads/parking lots may be grouped by road category as long as the town's list of streets and parking lots also indicates the applicable road category (e.g. main arterials, residential areas, commercial areas, downtown areas, municipal parking lots, industrial areas, etc.).

Priority Road/ Parking Lot Name (or Category)	Frequency of Sweeping
Daoulas Education Complex	2x per year
Central Fire station	2x per year

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Campbell School	2x per year
Greenmont School	2x per year
Parker Ave	2x per year
Town Hall	2x per year
Library	2x per year
Jones Street Fire station	2x per year
School Administration Building	2x per year
Council of Aging	2x per year
Department of Public Works	2x per year
Department of Public Works Annex Building	2x per year
Veterans Park	2x per year
Bell Property	2x per year
Boule Park	2x per year
Dillion McAnespie Park	2x per year
Cemetery Building	2x per year
Richardson Cemetery	2x per year
Oakland Cemetery	2x per year
Varnum Cemetery	2x per year
Hovey Field	2x per year
Carrick Park	2x per year
Collinsville Firestation	2x per year

The list of priority roads and parking lots will be reassessed 2 (two) times a year.

4. The sweeping schedule is assessed 1 (one) time per year and updated as necessary.
5. A map of town roads and parking lots is located at the Engineering and Planning Department located at Town Hall, 62 Arlington Street. Dracut, MA 01826 (2nd Floor).
6. Events/activities that require special sweeping are Memorial Day Parade, Old Home Day, Town Construction, Independence Day Celebration, and Road Races.

Storage and Disposal

1. Temporary storage of solid sweeping debris is on an impervious surface or in a truck/dumpster that is protected from runoff. The storage location is at the Department of Public Works located at 833 Hildreth St. Dracut, MA 01826.
2. Solid sweeping debris will be disposed at a site TBD based on who gets awarded the disposal contract.
3. Weighing process: The amount of solid sweeping debris will be weighed by the contracted company prior to disposal.

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Training 1. Employees are trained 1 (one) time per year on this procedure and the proper operation of equipment.		
Record Keeping 1. Records are kept at The Department of Public Works located at 833 Hildreth St. Dracut, MA 01826. 2. Tonnage of solid debris removed and number of miles swept are recorded after each sweeping. 3. The number of curb miles swept per week is calculated weekly 4. A list of employees implementing the SOPs can be found listed below: Tina Douk – Stormwater Manager Edward Patenaude – DPW Director Street sweeping operator		
Revising the SOPs 1. These procedures are reviewed 1 (one) time per year and updated as needed.		