Vehicle & Equipment Storage SOP-23.0

Description of SOP:

Storage areas for equipment and fleet parking can contribute a number of substances, such as trash, suspended solids, hydrocarbons, oil and grease, and heavy metals that can enter the Arroyo Colorado through stormwater runoff.

Purpose of SOP:

The following procedures are to reduce the discharge of pollutants from vehicle and equipment storage areas to surface and ground waters.

Suggested Protocols:
General

- All vehicles and equipment shall be parked in the designated parking areas and when possible under a covered area.
- Vehicles and equipment can be stored on pervious (unpaved) surfaces as long as vehicles and equipment are inspected on a regular basis for leaks.
- Drip pans shall be used to collect leaking fluids. Absorbent materials shall be used to collect any fluids that have leaked on to parking areas.
- Leaking vehicles shall be reported to Supervisor and the leaks shall be addressed immediately
- Vehicles and equipment shall not be parked over a storm drain

Surface Cleaning

- Dry cleaning methods (sweepers or vacuuming) shall be used on paved parking areas with frequency of cleaning to be based on usage and field observations of waste accumulation
- All parking areas shall be cleaned at least once prior to the wet season
- If water is used to clean parking areas then the following procedures apply:
    - Block storm drains or contain runoff
    - Wash water will be collected and pumped to the sanitary sewer or discharged to a pervious surface, do not allow wash water to enter storm drains
    - Dispose of parking lot sweeping debris and dirt at a landfill/transfer station

Vehicle & Equipment Inspection/Maintenance

- Visual inspections of all City vehicles and equipment should be conducted before driving the vehicle and at the end of the day.
- Inspection of vehicles and equipment should consist of, but not limited to, the follow:
    - Check all safety lighting

  - Check all fluid levels
  - Check tires for proper inflation and thread wear
  - Check brakes
  - Check for broken or missing mirrors, side windows, rear windows, and front windshields
  - Fluid leaks
- Any items found to be defective from routine inspection preformed on the vehicles and equipment shall be reported to the Supervisor immediately
- Fleet maintenance shall be notified immediately to repair/correct the problem(s).
- Operators assigned to a vehicle or equipment shall leave the equipment clean before the end on their scheduled shift
- Preventive maintenance shall be done on all vehicles on a scheduled basis to prevent any mechanical problems

Inspection

- Parking areas shall be inspected by designated employee(s) for staining/leaking on a daily basis
- Cleaning equipment (sweepers, vacuums) shall be inspected for leaks on a regular basis

Surface Repair

- Apply concrete, asphalt, and seal coat for parking lot repairs during dry weather
- Cover and seal nearby storm inlets and manholes before applying seal coat, slurry seal, etc., where applicable. Leave covers in place until job is complete and emulsified oil sealants have dried.

Training:

- All employees shall be trained upon hiring and annually thereafter on proper methods regarding cleaning of paved areas and proper operation of equipment.
- Employees will be familiar with the site spill control plan and/or proper spill cleanup procedures

Spill Response and Prevention:

- Refer to SOP 11.0 Spill Prevention, Control, and Cleanup
- Have spill cleanup materials readily available and in a known location
- Clean up spills immediately and use dry methods (absorbents) if possible
- Properly dispose of spill cleanup material