

Description of SOP:

Everyday activities performed at municipal facilities is a potentially a source of stormwater pollution due to improper maintenance of facilities. Untidy work areas can lead to windblown trash, wash water, and sediments contaminating the Arroyo Colorado.

Purpose of SOP:

The following procedures outlined below will promote efficient and safe housekeeping practices.

Suggested Protocols:

General

- A working facility should be kept clean and free of unnecessary clutter.
- All shop floors/work areas should be swept and made free of dirt, shavings, etc.
- Dispose of wash water, sweepings, and sediments properly
- All hazardous materials should be stored as specified by the manufacturer
- Container storage areas should be kept clean and free of trash or debris
- Any unused chemicals used on a daily basis shall be restored to original storage/container
- Recycle or dispose of fluids properly

Garbage Disposal

- Daily garbage should be disposed of in a designated container
- Container should be one that is adequate in size to properly store garbage or debris until emptied and not to appear as a nuisance to the general public
- Large containers should be located on a concrete pad
- Lids should be in good working order to keep debris from falling out or being blown out by high winds
- Repairs should be done immediately should leak develop in the containers
- Daily garbage should be disposed of on a daily basis (small containers). Large containers should be disposed of once capacity has been reached

Fabrication Facility

- Worktables should be free of clutter and dusted daily
- Power cords, electrical cords, air cords should be properly stored with their designated machinery or designated area
- Return all tools to tool box or return to shadow board if one is available
- Return all roller tables to their designated area

- A walk around of the work facility should be done daily and any unsightly clutter or debris will be removed and disposed accordingly
- Trash containers for citizen/commercial distribution are to be stored by size and be kept well organized
- Containers that are no longer usable are to be cannibalized for spare parts and remains disposed of in a timely manner

Training:

- All employees will be trained on proper housekeeping procedures
- Employees will be trained in the proper spill containment and 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