

<b>Standard Operating Procedures (SOPs) for: Landscape Maintenance</b>	
Last Revision:	9/28/2016
Purpose of SOP:	Stormwater pollution prevention procedures for grounds keeping maintenance activities.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_Landscape.docx

### Prerequisites

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

### Stormwater Protection Equipment and Materials

1. Spill kit and equipment for dry clean up (socks, absorbent pads, absorbent materials, broom, and dustpan)
2. Storm drain inlet protection devices (drain covers, booms, berms)
3. Tarps with tie downs

### Standard Operating Procedures

#### General Landscaping Maintenance

- a. Remove litter, debris, and trash from the landscaped and surrounding areas prior to mowing activities. Properly dispose of the materials in a designated receptacle.
- b. During blowing operations take care not to blow clippings, dirt, sand, or debris into storm drains or stormwater conveyance structures.
- c. After mowing activities collect all clippings/trimming/waste and take to the designated area. Do not hose down outside areas.
- d. Five day weather forecast is checked to avoid fertilizing before heavy rain or during a drought. Fertilizers applications are made during period of maximum plant uptake based on plant species.
- e. Whenever possible control soil erosion by seeding, sod, mats, mulching, terracing or other approved methods.
- f. Do not apply bark or mulch on top of plastic sheeting unless the area is enclosed. Bark or mulch on plastic is easily washed off by heavy rainfall.

#### Landscaping Materials Storage

- a. All bagged materials ( i.e. fertilizer, ice melt, etc.) must be stored indoors whenever possible. If they must be stored outdoors, place them under cover.
- b. All dry materials stored outside should be covered and when possible have secondary containment.
  - i. When storing stockpiles of sand, salt, dirt, mulch, gravel cover piles with a tarp in good condition
  - ii. Contain stormwater run-off from stock piles using a barrier or berm
- c. Place containers on paved or impervious surfaces and as far from (or at a lower elevation than) storm drain inlets and drainage ditches as possible.
- d. Provide a spill kit near storage areas.
- e. Clean-up any spills, leaks or discharges promptly.
- f. Inspect all containers stored outdoors regularly
- g. If a container is found to be leaking, either empty the contents into a leak-tight container or place entire leaking container inside of a larger leak-tight container. Clean up any spills or leaks promptly.
- h. Do not drain accumulated water from secondary containment structures unless approved by a supervisor.

#### Contractors

- a. Contracts should include Stormwater pollution prevention language (e.g. The contractor, including any associated subcontractors, shall use the correct controls to ensure that all activities do not cause a condition of pollution at the University).
- b. Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

References and Related Procedures

BMP: Good Housekeeping & Spill Prevention

SOP: Spill Prevention, Control, Clean Up and Reporting

SOP: Liquid Loading, Unloading, and Storage

Policy: Illicit Discharge Detection and Elimination (IDDE)

<b>Standard Operating Procedures (SOPs) for: Equipment Maintenance and Washing</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for the proper management of equipment maintenance and washing.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_equipment_maint.docx

### Prerequisites

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

### Stormwater Protection Equipment and Materials

1. Spill Kit and equipment for dry clean up (socks, absorbent pads, absorbents, broom, and dustpan)
2. Drip pans
3. Wash Pad

### Standard Operating Procedures

#### Equipment Maintenance and Repair

- a. Move leaking equipment indoors or onto impervious surface and under cover.
  - i. Use drip pans or absorbent pads.
- b. If equipment is inoperable tag equipment "**DO NOT USE**"
- c. Perform all maintenance activities (except for emergencies) indoors.
- d. Transfer fluids from drip pans to appropriate waste containers.
- e. Routinely check equipment for signs of leaks.
  - i. Notify supervisor if a leak is discovered or suspected.
- f. Sweep and pick up trash in maintenance and repair areas daily.

#### Equipment Washing

- a. Small equipment should only be washed inside at designated washing areas.
- b. Large equipment in good condition, with no signs of leaks, may be washed at the wash pad located at Grounds Department.
  - a. Contact Grounds to schedule a time.
  - b. Only wash on non-rainfall days.
  - c. Perform fewer than 30 wash events per week.
- c. Make sure equipment is properly drained of all fluids prior to washing at the wash pad.
  - a. In the event of leak or spill, immediately reposition the equipment, and notify your supervisor
- d. Only use approved water-based or detergent cleaners.
- e. Mop buckets and mop water may only be dumped inside at designated areas.

### References and Related Procedures

BMP: Good Housekeeping & Spill Prevention  
 SOP: Spill Prevention, Control, Clean Up and Reporting  
 SOP: Kitchen Waste: Fats, Oils, and Greases (FOG) Transfer, Storage, and Disposal  
 Policy: Illicit Discharge Detection and Elimination (IDDE)

<b>Standard Operating Procedures (SOPs) for: Outdoor Special Events &amp; Festivals</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for outdoor special events to prevent wastes or wastewater from entering storm drains and waterways.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_EVENTS.docx

### Prerequisites

Event organizers, points of contact, and contractors should review the IDDE Policy and the SWPPP training. Individuals responsible for the procedures in this SOP should read and refer to materials in the References Section. If animals are going to present at the event, the University's [Institutional Animal Care and Use Committee \(IACUC\)](#) requires a protocol submission.

### Stormwater Protection Equipment and Materials

1. Covered waste and recycling containers
2. Spill Kit and equipment for dry clean up (socks, absorbent pads, absorbents, broom, and dustpan)
3. Storm drain inlet protection (drain covers, booms, berms)

### Standard Operating Procedures

#### General Stormwater Protection

- a. Do NOT dump any liquids or other materials outside.
- b. Have the proper equipment available to clean-up spills and be ready to clean-up spills immediately.
- c. Ensure that vendors dispose of the wastes in an appropriate manner.
- d. Ensure storm drains have adequate inlet protection.

#### Waste Management and Disposal

- a. Provide an adequate number of receptacles to prevent litter.
- b. Empty waste and recycling containers as needed to prevent overflow
- c. Waste and recycling receptacles should have a weather proof cover.

#### Cleaning Up After the Event

- a. Clean the area using dry methods (sweeping, absorbents, etc.).
- b. Pick up all litter and garbage and properly dispose. Do not sweep anything into a storm drain.
- c. Discard waste drinks down a kitchen drain.

### Spills

- a. Refer to SOP: Spill Prevention, Control, Clean Up and Reporting
- b. Small spills (<5 gallons) that pose no immediate danger to human life or property notify CNU Police (4-7777)
  - i. What spilled?
  - ii. How much ?
  - iii. Where is it?
- c. Small Spills (<5 gallons) of a hazardous substance that is an immediate danger to human life or property notify CNU Police 4-7777.
- d. Large Spills (>5 gallons) report to CNU Police (4-7777)

### References and Related Procedures

SOP: Spill Prevention, Control, Clean Up, and Reporting

Policy: Illicit Discharge Detection and Elimination (IDDE)

Policy: [IACUC Policies and Procedures](#)

Training: SWPPP Training

<b>Standard Operating Procedures (SOPs) for: Kitchen Waste: Fats, Oils, and Greases (FOG) Transfer, Storage, and Disposal</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for the proper management, handling, and storage of kitchen grease to prevent the discharge of pollutants to stormwater.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_FOG.docx

### Prerequisites

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

### Stormwater Protection Equipment and Materials

1. Weather proof and double walled FOG containers
2. Tight sealing transfer containers
3. Tarps and tie downs
4. Spill Kit and equipment for dry clean up (socks, absorbent pads, absorbents, broom, and dustpan)

### Standard Operating Procedures

#### Kitchen Management of Fats, Oils, and Greases (FOG)

- a. Scrape, wipe, or sweep off FOG using dry methods (e.g. paper towels) before washing any cooking equipment.
- b. Equipment (including trays, carts, pots, pans, etc.) may only be washed indoors.
- c. Use dry methods (absorbents) to clean up spills in the kitchen.
- d. Mop water may only be disposed of into indoor drains connected to the sanitary sewer.
- e. Empty collection pans or grease recovery devices before they become full.
- f. Collect used oil into transfer container with a sealing lid.

#### Transfer of FOG from Kitchen to Exterior FOG Container

- a. Prepare your route from the kitchen to the exterior FOG container.
  - i. Eliminate and obstacles that might lead to a slip, trip, fall and potential spill
  - ii. Ensure that a spill kit is easily accessible in the event of spill
  - iii. Place absorbent pads in the FOG transfer area
- b. Use a container with a sealing lid to bring waste FOG outside to the Grease Receptacle. Do not transport waste FOG with pots, pans, trays, or other containers that lack a sealing lid.
  - i. It is safer to make multiple transfers of smaller volumes than to attempt to handle larger quantities at once.
  - ii. Whenever possible, only transfer to the exterior FOG container when it is not raining.
- c. Using both hands carefully transfer the waste FOG from transfer container to the exterior FOG container. Pour the FOG in such a way to minimize splashes and drips.
  - i. In the event of a spill notify your supervisor immediately and refer to SOP: Spill Prevention, Clean Up and Reporting
- d. Ensure that the exterior FOG container is properly covered
- e. Return transfer container inside and wipe any excess FOG with a paper towel

#### Contractor Pickup of Exterior FOG Container

- a. The disposal truck driver shall check in with the University upon arrival.
- b. The University representative shall ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP - Spill Prevention, Control, Clean Up and Reporting
- c. The University representative shall verify that the volume of waste FOG in the tank does not exceed the available capacity of the disposal hauler's vehicle.
- d. Catch basins and drain manholes are adequately protected.
- e. The truck driver and the University representative shall both remain with the vehicle during the tank draining process.
- f. When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.

- g. The disposal hauler vehicle shall be inspected prior to departure to ensure that the hose is disconnected from the tank.
- h. The University representative shall inspect the loading point and the tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned up and disposed of properly (SOP - Spill Prevention, Control, Clean Up and Reporting and SOP - Pressure Washing and Exterior Surface Cleaning).

**References and Related Procedures**

BMP: Good Housekeeping & Spill Prevention

SOP: Spill Prevention, Control, Clean Up and Reporting

SOP: Pressure Washing and Exterior Surface Cleaning

SOP: Liquid Materials Loading, Unloading, and Storage

Policy: Illicit Discharge Detection and Elimination (IDDE)

<b>Standard Operating Procedures (SOPs) for: Landscape Maintenance</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for grounds keeping maintenance activities.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_Landscape.docx

**Prerequisites**

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

**Stormwater Protection Equipment and Materials**

1. Spill kit and equipment for dry clean up (socks, absorbent pads, absorbent materials, broom, and dustpan)
2. Storm drain inlet protection devices (drain covers, booms, berms)
3. Tarps with tie downs

**Standard Operating Procedures**

**General Landscaping Maintenance**

- a. Remove litter, debris, and trash from the landscaped and surrounding areas prior to mowing activities. Properly dispose of the materials in a designated receptacle.
- b. During blowing operations take care not to blow clippings, dirt, sand, or debris into storm drains or stormwater conveyance structures.
- c. After mowing activities collect all clippings/trimming/waste and take to the designated area. Do not hose down outside areas.
- d. Whenever possible control soil erosion by seeding, sod, mats, mulching, terracing or other approved methods.
- e. Do not apply bark or mulch on top of plastic sheeting unless the area is enclosed. Bark or mulch on plastic is easily washed off by heavy rainfall.

**Landscaping Materials Storage**

- a. Store all containers indoors whenever possible. If containers must be stored outdoors, place them under cover.
- b. All dry materials stored outside should be covered and when possible have secondary containment.
  - i. When storing stockpiles of sand, salt, dirt, mulch, gravel cover piles with a tarp in good condition
  - ii. Contain stormwater run-off from stock piles using a barrier or berm
- c. Place containers on paved or impervious surfaces and as far from (or at a lower elevation than) storm drain inlets and drainage ditches as possible.
- d. Provide a spill kit near storage areas.
- e. Clean-up any spills, leaks or discharges promptly.
- f. Inspect all containers stored outdoors regularly
- g. If a container is found to be leaking, either empty the contents into a leak-tight container or place entire leaking container inside of a larger leak-tight container. Clean up any spills or leaks promptly.
- h. Do not drain accumulated water from secondary containment structures unless approved by a supervisor.

**Contractors**

- a. Contracts should include Stormwater pollution prevention language (e.g. The contractor, including any associated subcontractors, shall use the correct controls to ensure that all activities do not cause a condition of pollution at the University).
- b. Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

References and Related Procedures

BMP: Good Housekeeping & Spill Prevention

SOP: Spill Prevention, Control, Clean Up and Reporting

SOP: Liquid Loading, Unloading, and Storage

Policy: Illicit Discharge Detection and Elimination (IDDE)



<b>Standard Operating Procedures (SOPs) for: Liquid Materials Loading, Unloading, and Storage</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for the proper management of the loading, unloading, and storage of liquid materials.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_liquid_mats.docx

### Prerequisites

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

### Stormwater Protection Equipment and Materials

1. Spill Kit and equipment for dry clean up (socks, absorbent pads, absorbents, broom, and dustpan)
2. Drip pans
3. Storm drain pollution control devices (berms or covers)
4. Wheel chocks

### Standard Operating Procedures

#### Transfer of Liquid Materials

- a. Direct delivery and receiving vehicles to park in a designated area where leaks can be contained and where they will not enter a storm drain or ditch.
- b. Only transfer liquids only over paved (impervious) surfaces. Spills on soils are very difficult to clean up.
- c. Do not load or unload materials near a storm drain inlet unless it is equipped with a shut-off valve, drain cover or seal or other method to keep spills out of the storm sewer or the drain is at a higher elevation.
- d. If transfers must take place near a storm drain inlet, place a cover or mat over the inlet to protect it during transfer operations.
- e. Only load or unload a vehicle after it is immobilized (e.g., wheels are chocked) and (if flammable materials are involved) grounding cables are attached. These measures will prevent accidental movement and static build-up.
- f. At least one qualified University representative must attend any transfer operation for the entire duration of the loading or unloading operation.
- g. Place drip pans or buckets under all hose or pipe connections and leave them in- place until the loading or unloading operation is complete. Dispose of any leaked material properly.
- h. Keep loading and unloading areas neat and tidy. Sweep outdoor areas as needed.

#### Contractors

- a. Contracts should include Stormwater pollution prevention language (e.g. The contractor, including any associated subcontractors, shall use the correct controls to ensure that all activities do not cause a condition of pollution at the University).
- b. Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

### References and Related Procedures

BMP: Good Housekeeping & Spill Prevention

SOP: Spill Prevention, Control, Clean Up and Reporting

Policy: Illicit Discharge Detection and Elimination (IDDE)

<b>Standard Operating Procedures (SOPs) for: Trash &amp; Recycling Handling, Storage, Transfer, and Disposal</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for the proper management, handling, and storage of waste, trash, or recycling to prevent the discharge of pollutants to stormwater.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_MSW.docx

### Prerequisites

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

### Stormwater Protection Equipment and Materials

1. Dumpster lids/covers
  - a. Tarps with tie-downs are acceptable
2. Storm drain inlet protection devices (drain covers, booms, berms, and/or filter fabric)

### Standard Operating Procedures

#### Trash & Recycling Handling, Storage, Transfer, and Disposal

- a. All waste and recycle receptacles must be leak-tight with tight-fitting lids or covers.
- b. Keep lids on dumpsters and containers closed at all times unless adding or removing material.
  - i. In the event that a dumpster lid is missing or damaged report it to Plant Operations
  - ii. If using an open top roll off dumpster, cover and tie down with a tarp unless adding materials
- c. Place waste or recycle receptacles indoors or under a roof or overhang whenever possible.
- d. Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- e. Prior to transporting waste, trash, or recycling ensure that containers are not leaking (double bag if needed) and properly secure to the vehicle.
- f. Clean and sweep up around outdoor waste containers regularly.
- g. Clean up any liquid leaks or spills with dry clean-up methods. (See SOP: Spill Prevention, Clean Up and Reporting).
- h. Arrange for wastes or recyclables to be picked up regularly and disposed at approved disposal facilities.
- i. Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster, recycle or trash receptacle.
  - i. Please contact the Environmental Health Safety Department for information on proper disposal
- j. If any liquid, non-hazardous waste is generated, it must be disposed in the sanitary sewer (if approved), transported to a disposal site that will accept that type of wastewater, or cleaned up using dry methods.
- k. Do not wash out waste containers (trash cans) or recycling containers outdoors or in a parking lot.
- l. Containers, compactors and dumpsters must be returned to the waste disposal contractor for cleaning at the contractor's facility.
- m. When working in the field, place all wastes in appropriate containers near the work site. If no public containers are available, containerize or bag the wastes and bring them back the shop for proper disposal.

#### Dumpster Areas

- a. Regularly pick up trash and debris.
- b. Regularly sweep the area.

#### Compactor Areas

- a. Regularly check the hydraulic fluid hoses and reservoir to ensure there are no cracks or leaks
  - i. In the event of leak report it immediately to the compactor service contractor and refer to SOP: Spill Prevention, Clean Up and Reporting
- b. Regularly sweep the area.

References and Related Procedures

BMP: Good Housekeeping & Spill Prevention

SOP: Spill Prevention, Clean Up and Reporting

Policy: Illicit Discharge Detection and Elimination (IDDE)

<b>Standard Operating Procedures (SOPs) for: Parking Lot, Streets, and Roads Maintenance</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for general maintenance of parking lots, parking garages, elevated parking structures, streets, or roads.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_Parking_Lot_Maint.docx

### Prerequisites

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

### Stormwater Protection Equipment and Materials

1. Spill kit and equipment for dry clean up (socks, absorbent pads, absorbent materials, broom, and dustpan)
2. Storm drain inlet protection devices (drain covers, booms, berms, and/or filter fabric)

### Standard Operating Procedures

#### General Maintenance

- a. Clean leaves, trash, and other debris from parking lots and garages including stormwater conveyance systems regularly.
- b. Sweep parking lots with a street sweeper annually.
  - i. Sweeping should occur after sanding/deicing events
  - ii. Sweeping should occur after special events or construction
- c. Use dry clean-up methods (e.g. absorbents) to clean up any automotive spills/leaks and dispose of properly.
- d. Ensure any storm drains/catch basins are marked with a stormwater medallion.

#### Paving, Patching, Re-surfacing, and Concrete Projects

- a. Re-seal, pave, or patch on dry days when no rain is expected and stop paving activities well before rainfall is expected.
- b. Use cold patch products when possible.
- c. Pre-heat, transfer, or load hot asphalt far away from storm drain inlets.
- d. Protect or block nearby, downstream, storm drain inlets from debris from maintenance work (asphalt cap, chip sealing, concrete breaking, or saw cutting). Leave inlet protection in place until the job is complete. Clean up debris from around inlets and dispose of properly.
- e. Designate a "Concrete Wash-Out Area" on the job site - in a grassy or graveled area where pooled water can soak into the ground. If no "Wash-Out Area" is available, wash out into a container (pool, bucket or wheelbarrow) and dispose of material properly.

#### Painting and Striping

- a. Schedule painting, marking, and striping projects during dry weather only. Cease all activities when rain threatens.
- b. Set-up a preparation area on a tarp/drop cloth to catch any drips or spills.
- c. Block nearby storm drain inlets (within 25 feet and down gradient of project) when painting or striping.
- d. Take care not to paint over storm drain medallions.
- e. Properly clean painting supplies at your shop, do not wash out paint to the storm drains.

#### Contractors

- a. Contracts should include Stormwater pollution prevention language (e.g. The contractor, including any associated subcontractors, shall use the correct controls to ensure that all activities do not cause a condition of pollution at the University).
- b. Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

References and Related Procedures

BMP: Good Housekeeping & Spill Prevention

SOP: Spill Prevention, Control, Clean Up and Reporting

Policy: Illicit Discharge Detection and Elimination (IDDE)

<b>Standard Operating Procedures (SOPs) for: Pressure Washing and Exterior Surface Cleaning</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for the cleaning of exterior surfaces such as sidewalks, building exteriors, and graffiti removal
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_Pressure_wash_exterior_cleaning.docx

### Prerequisites

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

### Stormwater Protection Equipment and Materials

Spill kit and equipment for dry clean up (socks, absorbent pads, absorbent materials, broom, and dustpan)

Wet vacuum and holding tank

Storm drain inlet protection devices (drain covers, booms, berms)

### Standard Operating Procedures

#### General Surface Cleaning and Pressure Washing

- a. Use dry clean-up methods prior to any pressure washing. Use absorbents (kitty litter, rags, sand, etc) to clean up spills, sweeping, vacuuming, and scrapping off dried debris. The waste material should be disposed of as solid waste.
- b. Pressure wash with minimal water.
- c. If you do not use any chemicals or detergents and are only cleaning surfaces of ambient dust, then you may direct the wastewater to nearby landscaping or vegetated area or contain it onsite and allow it to evaporate.
- d. When discharging wash water to landscaping, make sure water is absorbed into vegetated or permeable surfaces (gravel, porous pavement) and does not cause erosion or run off into a storm drain or paved area.
- e. All other wash water must be captured for proper disposal.
- f. Solids should be removed from the area prior to pressure washing and a filter bag or similar filtration device should be used to remove suspended solids from the wastewater.
- g. A visible sheen must not be evident in the discharge. Use an absorbent pad or boom to eliminate any oil from the discharge.
- h. Do not pressure wash an entire building. Spot clean, steam clean, or scrape dirty areas rather than pressure washing the entire structure.

#### Heat Transfer Equipment and HVAC Equipment Cleaning

- a. HVAC or chiller condenser tube flushing liquid must be captured and disposed of properly.

#### Storm Drain Protection

- a. Prior to pressure washing, identify where all storm drains are located; wash water must not be allowed to flow down gutters or enter storm drains.
- b. Block or cover all storm drains with booms and weighted storm drain covers before pressure washing.
- c. Determine where water will pool for collection. Use a wet vacuum up the wastewater or allow water to evaporate.

#### Disposal of Wash Water

- a. Use a wet vacuum to collect water for disposal to the sanitary sewer.
- b. Once water is collected, dispose of it properly. Check with CNU Grounds to see if collected wash water may be disposed of into a sanitary sewer drain.

#### Contractors

- a. Contracts should include Stormwater pollution prevention language (e.g. The contractor, including any associated subcontractors, shall use the correct controls to ensure that all activities do not cause a condition of pollution at the University).

- b. Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

**References and Related Procedures**

BMP: Good Housekeeping & Spill Prevention

SOP: Spill Prevention, Control, Clean Up and Reporting

Policy: Illicit Discharge Detection and Elimination (IDDE)

<b>Standard Operating Procedures (SOPs) for: Spill Prevention, Control, Clean Up and Reporting</b>	
Last Revision:	6/30/2016
Purpose of SOP:	Stormwater pollution prevention procedures for the spill prevention, control, clean up and reporting.
SOP Administrator:	Grounds Department
Location of SOP:	Z:\Sustainability Committee\EHS\SWPPP\SOPs\SOP_SPILLS.docx

### Prerequisites

Employees should attend stormwater pollution prevention training prior to performing the activities in this SOP. Employees performing the procedures in this SOP should read and refer to the materials in the References and Related Procedures section of this SOP.

### Stormwater Protection Equipment and Materials

1. Spill Kit and equipment for dry clean up (socks, absorbent pads, absorbents, broom, and dustpan)
2. Storm drain inlet protection (drain covers, booms, berms)
3. Stormwater Pollution Prevention Plan

### Standard Operating Procedures

#### Spill Prevention

- a. Whenever possible, liquid or hazardous materials should be handled, used, stored, re-packing, and transferred indoors or under cover.
- b. Deliveries of bulk liquids should be supervised. Down gradient storm drain inlets should be covered during deliveries.
- c. Cover and contain containers, materials, and wastes.

#### Spill Kit Maintenance

- a. Spill kits are located at each high priority area identified in the SWPPP.
- b. Each department manager is responsible for spill kit(s) inventory and the reordering of supplies.

#### Spill Clean Up and Storm Drain Protection

- a. Clean up minor spills (< 5 gallons) immediately.
- b. Block any down gradient storm drains with berms, covers, absorbent socks or "pigs".
- c. Never hose down spills or leaks.
- d. Always use "Dry Clean-up Methods" for clean-up of liquid spills (gasoline, diesel, paint, kitchen grease)
  - i. Spread absorbents (loose absorbents, sheets, pillows, pigs, or socks) on the spill.
  - ii. Sweep up or pick up the absorbed materials.
  - iii. Dispose of wastes properly and in accordance with all regulations.
- e. If fluids are leaking or have spilled on an impermeable surface, such as a roadway, locate nearest down gradient storm drain and dike or berm the drain to prevent fluids from entering it.
- f. After clean up, be sure to sweep up the contaminated absorbent and remove the berm or dike at storm drain.
- g. If fluids are leaking or have spilled on a permeable surface, such as gravel, soil or grass, mark the area and report the spill your supervisor.

#### Internal Reporting of Spills

##### For Employees (Non-supervisors)

- a. Notify your direct supervisor immediately
  - i. What spilled
  - ii. How much
  - iii. Where is it

##### For Supervisors

- Small spills (<5 gallons) that pose no immediate danger to human life or property notify CNU Police (4-7777)
- Small spills (<5 gallons) of a hazardous substance that is an immediate danger to human life or property notify CNU Police 4-7777.
- Large Spills ( >5 gallons) report to CNU Police (4-7777)



#### Regulatory (External) Reporting of Spills

- a. If a spill or leak is of a hazardous substance that exceeds 1 pint or is of an unknown substance of any amount, call **CNU Police at 4-7777**
  - Notify the **Virginia Department of Environmental Quality (757-518-2000)**
  - If spill occurs during *nights, weekends, or holidays* notify the **Virginia Department of Emergency Management's 24-hour hotline (800-468-8892)**
  - Notify the **National Response Center (800-424-8802)**
- b. Any spill or discharge of any pollutant (ex: oil, paints, fuels, hazardous liquids, sediment, or super-chlorinated water) that reaches storm drains or enters "Waters of the State" must be reported to the Virginia Department of Environmental Quality (757-518-2000) within 24 hours of the release or suspected release.
- c. If the spill is more than 25 gallons of a petroleum product from a regulated storage tank or delivery truck or any amount that causes a sheen on nearby surface water, it must be reported immediately to:
  - Virginia Department of Environmental Quality (757-518-2000)
  - National Response Center (800-424-8802)

#### References and Related Procedures

BMP: Good Housekeeping & Spill Prevention

Policy: Illicit Discharge Detection and Elimination (IDDE)