
	<p><b>STANDARD OPERATING PROCEDURE</b>  <b>DEPARTMENT OF PUBLIC WORKS</b></p> <p><b>PROGRAM:</b>  General Construction and Property Maintenance</p>		<p><b>ISSUE DATE:</b>  11/24/2021</p>
<p><b>APPROVED BY:</b></p> <hr/> Public Works Director			
<p><b>PERMIT REQUIREMENT SUMMARY:</b></p> <p>4.2.6, 4.2.6.4.1, 4.2.6.4.2, 4.2.6.4.3, 4.2.6.4.4, 4.2.6.4.5, 4.2.6.4.6, 4.2.6.4.7  Co-Permittee shall develop O&amp;M programs for buildings and facilities, material storage, parks and open space, vehicles and equipment, roads and parking lots, stormwater systems, and other facilities and operations. For the ultimate goal of preventing or reducing pollutants in runoff.</p>		<p><b>TARGETED POLLUTANTS:</b></p> <p>Sediment  Nutrients  Heavy Metals  Toxic Materials</p>	
<p><b>General:</b>  THIS SOP IS NOT EXPECTED TO COVER ALL NECESSARY PROCEDURE ACTIONS. OPERATORS ARE ALLOWED TO ADAPT SOPs TO UNIQUE SITE CONDITIONS IN GOOD JUDGMENT WHEN IT IS NECESSARY FOR SAFETY, AND THE PROPER, AND EFFECTIVE CONTAINMENT OF POLLUTANTS. HOWEVER, ANY CHANGES OF ROUTINE OPERATIONS MUST BE AMENDED IN THIS SOP.</p> <p><b>Rule: Prevent any solids, *liquids or any light weight material from being carried away from the construction or maintenance envelop by wind or water. *liquids - including culinary water and irrigation water that are polluted with material that will damage the environment or result in increased maintenance cost to the city or private water conveyance systems.</b></p> <p><b>1. RATIONAL:</b></p> <ol style="list-style-type: none"> <li>An SOP is necessary to provide environmentally sound procedures to manage simple everyday City construction and maintenance tasks not directly covered in other SOPs.</li> <li>To ensure safe passage in the Right of Way</li> <li>To maintain open pipes to prevent flooding.</li> <li>To prevent public nuisance</li> <li>To prevent damage to waters of the state and reduce maintenance cost to private and public stormwater systems</li> </ol> <p><b>2. APPLICATION:</b></p> <ol style="list-style-type: none"> <li>This SOP is intended for field and maintenance staff. <ul style="list-style-type: none"> <li>Primary Departments/Divisions but not limited to: Stormwater, Lighting, Streets, Culinary, and Secondary Water and Parks and Public Facilities Divisions.</li> </ul> </li> <li>It provides instruction for simple short term and everyday City construction and maintenance tasks.</li> <li>This SOP should provide sufficient direction for many of the general City operations, e.g., building maintenance, curb/sidewalk/flatwork, chip seal, crack seal, slurry seal, striping/street markers, gravel road maintenance, shouldering, overlay/patching, street light maintenance, tree trimming, parks maintenance/repairs, etc.</li> <li>The SOP can also be used for instruction and education for private construction and maintenance</li> </ol>			



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work.

**3. CONSTRUCTION PROCEDURE:**

- a) Remove or contain all erodible or loose material prior forecast wind and precipitation events or before non-stormwater will pass through the project site. For light weight debris maintenance can require immediately attention for wind events and many times daily maintenance or as needed for precipitation or non-stormwater events.
- b) Project materials and waste can be contained or controlled by operational or structural best management practices (BMPs).
  - Operational; including but not limited to:
    - Strategic staging of materials eliminating exposure, such as not staging on pavement
    - Avoiding multiple day staging of backfill and spoil
    - Haul off spoil as generated or daily
  - Structural; including but not limited to:
    - Inlet protection, e.g. wattles, filter fabric, drop inlet bags, boards, planks
    - Gutter dams, e.g. wattles, sandbags, dirt dams
    - Boundary containment, e.g. wattles, silt fence
    - Dust control, e.g. water hose,
    - Waste control, e.g. concrete washout, dumpster, receptacles
- c) Inspection often to insure the structural BMPs are in good operating condition and at least prior to the workday end. Promptly repair damaged BMPs.
- d) Cleanup:
  - Use dry cleanup methods, e.g. square nose shove and broom.
  - Wet methods are allowed if wastewater is prevented from entering the stormwater system, e.g. wet/dry vacuum, disposal to approved open spaces
- e) Cleanup Standard:
  - When a broom and a square nosed shovel cannot pick any appreciable amount of material.

**4. EMERGENCY:**

- a) Emergency operations have latitude during the containment period, however, all standard operation procedures apply after the site is stabilized. The affects of any pollutants that escape the site will need to be cleanup and rectified. Emergencies are defined as situations with the immediate potential to cause a safety hazard, physical property or environmental damage. Utility maintenance does not necessarily qualify as an emergency.

**5. MAINTENANCE PROCEDURE:**

- a) Maintenance procedures are expected to follow the construction procedure.

**6. WASTE DISPOSAL:**

- a) Dispose of waste according to 6.0.50 General Waste Management SOP, unless superseded by specific SOPs for the operation.
- b) Construction dewatering is not allowed to be discharged to the storm drain system without a Construction Dewatering Permit UTG070000. This permit will require controls be employed that will remove any pollutants. This permit can be avoided if the waste water is discharge to a lawn or field and allowed to infiltrate or disposed at the Public Works dump facility.

**7. EQUIPMENT:**



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- a) Tools sufficient for proper containment of pollutants and cleanup.
- b) Push broom and square blade shovel should be a minimum.

**8. TRAINING:**

- a) Materials: This SOP.