
	<p><b>STANDARD OPERATING PROCEDURE</b>  <b>DEPARTMENT OF PUBLIC WORKS</b></p> <p><b>PROGRAM:</b>  Right-of-Way Encroachment SWPPP</p>		<p><b>ISSUE DATE:</b>  11/24/2021</p>
<p><b>APPROVED BY:</b></p> <hr/> Public Works Director			
<p><b>PERMIT REQUIREMENT:</b></p> <p>4.2.3.6  SOP...for ceasing of illicit discharge.</p> <p>4.2.6.4.5  [SOPs] [BMPs]...designed to reduce road and parking lot debris and other pollutants</p> <p>4.2.6.8  Public Projects shall apply to the requirements...[per CGP].</p> <p>4.2.6.9  Provide [SOP] Training for...protecting water quality.</p>		<p><b>TARGETED POLLUTANTS:</b></p> <p>Sediment  Nutrients  Heavy Metals  Toxic Materials</p>	
<p>General:  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>1. PURPOSE:</b></p> <p>a) A procedure is necessary to manage short term disturbances that do not meet the criteria that necessitates a Land Disturbance Permit (LDP) but still warrants the need for stormwater BMP's. The City has an effective Right-of-Way Encroachment program that this SOP can easily be accommodated.</p> <p><b>2. APPLICABILITY:</b></p> <p>a) This SOP applies to short term projects, typically permit work that will be completed in less than 30 days, does not disturb more than 1 acre and is not part of a common plan of development *(CoPD), or a road project with a length that is less than 100 feet. Projects that exceed these criteria must file a <u>Land Disturbance Permit</u>. However, the Right-of-Way Permits Officer may require a <u>Land Disturbance Permit</u> for any project that poses a significant threat to water quality, City stormwater infrastructure and public right-of-way.  *(CoPD disturbance is smaller than 1 acre but is part of a larger project that is greater than 1 acre)</p> <p><b>3. CONSTRUCTION PROCEDURE:</b></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. *All 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>Non-LDP Projects</b></p> <p>a) Remove or contain all erodible or loose material prior forecast wind and precipitation events or</p>			



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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 stock piling 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 pan, dumpster, receptacles
- c) Inspection often to insure the structural BMPs are in good operating condition. 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.

**LDP Projects**

- a) Require NOI exempt SWPPP as determined by City
- b) Require Short Term SWPPP as determined by City

**4. WASTE DISPOSAL:**

- a) Disposal location within Riverton City limits must exhibit the same controls as **section 3**.
- 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.

**5. DOCUMENTATION:**

- a) Report any discharges and instruction to the contractor regarding the content of this SOP in iworqs.

**6. TRAINING:**

- a) SOP and the tracking system included is sufficient for training.

**7. ENFORCEMENT:**

- a) Verbal warnings and other SWPPP direction to permittee should be given by Right of Way Encroachment permit inspector.
- b) Stormwater related written warnings and citations should be issued by the Stormwater Division.