
	<p><b>STANDARD OPERATING PROCEDURE</b>  <b>DEPARTMENT OF PUBLIC WORKS</b></p> <p><b>PROGRAM:</b>  Sweeping</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>4.2.1.5, 4.2.6.4.5  Provide and document information and training given to employees of permittee owned and operated facilities. The O&amp;M program shall address, but is not limited to: SOPs and schedule for sweeping streets...</p>		<p><b>TARGETED POLLUTANTS:</b></p> <p>Sediment  Nutrients  Heavy Metals  Toxic Materials  Organics  Oil &amp; Grease  Floatables</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>1. PURPOSE:</b></p> <ol style="list-style-type: none"> <li>Reduce stormwater pollution by sweeping and removing pollutants that will be carried to City stormwater systems during stormwater runoff and non-stormwater runoff.</li> <li>The sweeper is intended for removing material that collects on roadways by normal and acceptable use of roadways and from the natural degradation of pavements, i.e. normal debris and reasonable amounts of sediment that collect and drop from vehicles and the natural erosion and breaking up of pavements.</li> <li>The City sweeper is not intended for use after regular maintenance and even emergency operations that are expected to be performed by those responsible for those operations including but not limited to: construction, private maintenance/projects, and City construction and maintenance operations unless arranged prior to the activity and approved by the Stormwater Manager. The intent is for persons to use best management practices to minimize debris that collect on pavements and to be accountable operations they are assigned.</li> </ol> <p><b>2. REGULAR PROCEDURE:</b></p> <ol style="list-style-type: none"> <li>Schedule to sweep on off garbage days. Sweep when weather is conducive to this operation.</li> <li>Gutter clear of debris may be passed by. Operator may use discretion as to the benefit of the lifting brooms until next stretch of dirty gutter.</li> <li>Inspect grates for debris. Stop sweeper and hand sweep debris away from grates and follow with sweeper.</li> <li>When maintenance of weeds in the gutter is necessary, street sweeping should be coordinated</li> </ol>			



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with gutter trimming operations and sweeping should occur same day of weed trimming operations minimum.

- e) Stop and remove small objects, such as trash cans, gutter ramps, and large debris etc. that are blocking moderately dirty gutter. By pass gutter with obstructions when gutter only lightly dirty.
- f) Cleaning of road and gutter that is obscured by trees and other obstructions preventing sweeper access may be by passed at the discretion of the operator. The condition of the debris in the road and the significance of the concern should be evaluated on a case by case basis. Report concerns to Stormwater Manager for implementing supporting programs or reporting to ordinance enforcement. This is necessary to increase sweeping benefit to all fronting property owners who keep their frontage adequately maintained and clear of obstructions.
- g) Chronic obstructions, such as, vehicles, trailers, play equipment, trees etc. may be referred to ordinance enforcement.
- h) Sweep public streets and track as per Grid Map online.
- i) Coordinate with the other divisions in accordance to their maintenance SOP for shared efforts when sweeping parking areas and municipal yards. Arrange for other division personnel to maintain areas of their responsibility ahead of the sweeper when practical.
- j) Private street owners will be responsible for their property.

**3. EMERGENCY OR REQUESTED SWEEPING PROCEDURE:**

- a) Appreciable piles of material should moved by the department/division requesting sweeping. The sweeper operator will have discretion of cleaning the requested area dependant on availability and after the requesting department/division as removed as much material as possible.
- b) Where practical wet material should be allowed to dry, however, immediate sweeping should take place when; a storm event is forecast, residue material may cause slick conditions or considerable residue material is likely to be picked up by vehicles. Wet material can be picked up with multiple passes.
- c) Suspect hazardous material from unknown sources, may be skipped if concern or operator and machinery exist. Contact the Stormwater Manager
- d) Animals trapped in Stormwater systems: Riverton City is served by SLCo Animal Services, contact their Emergency Dispatch for animal rescues. 801-743-7045 or Operator 385-468-7387.


**4. DISPOSAL PROCEDURE:**

- a) Unload waste in Public Works dump bay. Waste material should remain in bin until appreciable water is drained.
- b) Move decanted waste to dry waste storage bin. Haul waste to approved disposal sites. Reference document; Approved Disposal Sites.xls

**5. SWEEP FREQUENCY-STREETS:**

- a) Critical areas should be swept more often and the entire City should be swept at least twice annually. Critical areas are determined by sweeper observation and by the sweeper log.
- b) Sweep frequency should be increased during Autumn (~October to November) in subdivisions shown on the Critical Areas Map 10312011. Also dry periods following snow events after thaw periods. Sweeper is less effective when street debris is frozen to road. This is a good time to switch to inlet cleaning. Sweeper operations should take precedence over vacuum truck operations during the critical Autumn period.
- c) The inspection results should substantiate the frequency. Modify as necessary to maximize effectiveness and minimize diminishing returns.

**6. SWEEP FREQUENCY-PARKS**

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<p>a) All parks should be swept in the autumn after appreciable leaves have fallen and just after the winter thaw.</p> <p>b) Sweeping park pavements and streets adjacent to parks or park strips should involve a collaborative effort maximizing the benefit of the sweeper. Including but not limited to: leaf blower efforts directing leaves into the path of the sweeper.</p> <p>c) The inspection results should substantiate the frequency. Modify as necessary to maximize effectiveness and minimize diminishing returns.</p> <p><b>7. SWEEP FREQUENCY-SHOP YARDS</b></p> <p>a) Inspect shop area weekly and sweep as needed, but monthly minimum.</p> <p>b) The inspection results should substantiate the frequency. Modify as necessary to maximize effectiveness and minimize diminishing returns.</p> <p><b>8. RESURFACING</b></p> <p>a) Do not mechanically sweep newly resurfaced roads until the resurface material has bonded to the roadway surface. Coordinate resuming the schedule with the project manager over resurfacing projects.</p> <p><b>9. DOCUMENTATION:</b></p> <p>a) Document completed streets in "Sweeper Log.xls". Street condition should be recorded to track effectiveness and critical streets.</p> <p>b) Document all emergency and requested Sweeping on "Sweeper Log.xls".</p> <p>c) Sweeping is also tracked with Show Tracker Live. This system tracks the sweeper through GPS and is a good way to show coverage graphically.</p> <p>d) Log should not give any personal information, e.g. names, addresses etc.</p> <p><b>9. OBSTRUCTION NOTICE</b></p> <p>Trees</p> <p>a) The Park Department does not have a program to prune private trees in public park-strip.  2016-09-26</p> <p>b) Record the location in the sweeping log.</p> <p>c) Abandon vehicles, trailers etc. Contac the UPD (Jason Richman, jrichman@updsl.org)</p> <p><b>10. DIVISION:</b></p> <p>a) Stormwater Division</p> <p><b>11. TREE TRIMMING:</b></p> <p>a) No Parks Department program exists for trimming public road residential fronting property. Residents are expected to maintain their trees on public City frontage.  <a href="https://www.codepublishing.com/UT/Riverton/html/Riverton12/Riverton1220.html#12.20.070">https://www.codepublishing.com/UT/Riverton/html/Riverton12/Riverton1220.html#12.20.070</a></p> <p><b>11. TRAINING:</b></p> <p>a) Train employees 1/Year</p> <p>b) Education material: Sweeper Truck SOP</p> <p>c) Current copy of the SOP should be carried in the sweeper and filed in Public Works office.</p> <p><b>12. LICENSES AND CERTIFICATIONS:</b></p> <p>a) Class B license.</p>			



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**13. SAFETY:**

- a) Recognize pedestrians and check all blind spot before moving.
- b) Observe inlet and manhole conditions and report and protect damaged pieces.
- c) Use TTC devices on all roadway and pedestrian systems in accordance to the MUTCD.
- d) Never leave unsecured work site unattended and insure hazards are rendered safe prior to leaving.

**14. PERSONAL PROTECTIVE EQUIPMENT:**

- a) Safety glasses
- b) Safety shoes
- c) Ear protection
- d) Gloves
- e) Safety vest

**15. EQUIPMENT:**

- a) TYMCO Model 600 sweeper and vacuum pump

**16. EQUIPMENT SPECS:**

- a) Tree clearance 15' at lip of curb.
- b)