


	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure Pavement Operations SOP's are implemented.	
<b>PWD trained / SOP Implemented: February 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
<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.		
<b>RATIONALE:</b> Paving operations including milling, patching base repairs and pavement overlay on local roads can become a source of pollution as a result of leaks, spills, or accidents, or through not controlling runoff and deposit of materials into the storm water system or directly into local water sources. Bulk materials such as sand, dirt, gravel, and bituminous paving materials can also wash into the storm drain system when left exposed to precipitation and during installation. This SOP is designed to minimize the potential for the introduction of pollutants to the storm water system or local waterways during paving and patching operations.		
<b>1. RESPONSIBLE PARTIES:</b> a. Public Works Staff. Public Works engages in multiple activities that involve pavement maintenance operations. b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with pavement maintenance operations. This includes, but is not limited to paving, patching, base repairs, ADA Sidewalk, landing and curb or other concrete work. c. Other SOPs and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted: i. SOP 1210 Pavement Washing and Paved Area Maintenance ii. SOP 1300 Spill Containment and Clean Up iii. SOP 1310 Stormwater System Maintenance Operations iv. SOP 1390 Vehicle and Equipment Maintenance v. SOP 1350 Street Sweeping Operations		
<b>2. PROCEDURES:</b> a. PREPARATION FOR PAVING/PATCHING BASE REPAIR/OVERLAY OPERATION: i. Familiarize employees with the location of stormwater inlets, swales and other conveyances within the work zone. ii. Provide documentation to Crew Supervisor of local waterways, tributaries, ponds etc. within the work zone.		

- iii. Provide job site with mobile spill containment equipment and materials.
  - iv. Provide job site with reserve/backup inlet protective materials and devices.
- b. Protect storm drains, inlets, swales, waterways using drain covers, inserts, booms, berms etc. throughout the work zone.
- c. SAW CUTTING MILLING IN ADVANCE OF PAVING/PATCHING
  - i. Do not allow slurry from saw cutting to enter inlets, swales, waterways or other stormwater conveyances.
  - ii. Conduct saw cutting/milling only on dry days
    - 1. Sweep and collect all residual debris frequently as work progresses.
    - 2. Entire work area should be sweep and cleaned daily.
- d. Paving/Overlay:
  - i. Only pave on dry days
  - ii. Suspend paving immediately during rain events
  - iii. Cover and seal all storm drains before applying seal coat or slurry seal leaving covers in place until all work is completed and water from emulsified paving / sealing materials has drained or evaporated.
  - iv. Trash and litter from job site is to be removed daily.
- e. Shoulder work
  - i. Use pervious material for shoulder build up
  - ii. Stabilize or protect shoulder material from washing into stormwater flow
- f. CONCRETE WASH OUT AREA
  - i. Create and designate a concrete washout area
  - ii. Protect the washout area with controls to avoid migration to the stormwater system or local waterways:
- g. PAINTING STRIPING:
  - i. Protect all inlets and waterways within the work area
  - ii. Include mobile spill kits and spill clean-up materials in the job trailer
  - iii. Clean up any spills immediately.
  - iv. Do not load, mix or containerize within 25 ft of any inlet or waterway.
- 3. TRAINING
  - a. This SOP will be incorporated into annual training for applicable employees in accordance with the Township's MS4 Program Plans that involve paving, patching and road repair. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports



	<p>Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure Bridge Maintenance SOP's are implemented.</p>	
<p><b>PWD trained / SOP Implemented: February 2024</b></p> <p><b>Approved by Township Board of Supervisors: November 2023</b></p> <p><b>Written by Director of Public Works: September 2023</b></p>		<p><b>Targeted Pollutants:</b></p> <ul style="list-style-type: none"> <li>Nutrients</li> <li>Heavy Metals</li> <li>Toxic Materials</li> <li>Organics</li> <li>Oil &amp; Grease</li> </ul>
<p><b>GENERAL:</b></p> <p>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>RATIONALE:</b></p> <p>Bridge Maintenance operations can become a source of pollution as a result of leaks, spills, or accidents, or through uncontrolled runoff and deposit of materials into the storm water system or directly into local water sources. Bulk materials such as sand, dirt, gravel, and bituminous paving materials can also wash into the storm drain system when left exposed to precipitation and during installation. This SOP is designed to minimize the potential for the introduction of pollutants to the storm water system or local waterways during Bridge Maintenance operations.</p>		
<p><b>1. RESPONSIBLE PARTIES:</b></p> <ol style="list-style-type: none"> <li>a. Public Works Staff. Public Works engages in multiple activities that involve maintenance of the 462 bridge over the Little Conestoga Creek (sidewalks only).</li> <li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with Bridge maintenance operations. This includes, but is not limited to snow and ice removal, patching, base repairs, ADA Sidewalk, landing and curb or other concrete work.</li> <li>c. Other SOPs and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted:             <ol style="list-style-type: none"> <li>i. SOP 1210 Paving Washing and Paved Area Maintenance</li> <li>ii. SOP 1260 Salt, Brine Deicing Operations</li> <li>iii. SOP 1290 Snow Removal and Deicing SOP</li> <li>iv. SOP 1300 Spill Containment and Clean Up</li> <li>v. SOP 1310 Stormwater System Maintenance and Repair</li> <li>vi. Sidewalk Maintenance Agreement Letter JV-159</li> <li>vii. Lancaster Township Resolution NO. 2020-07</li> </ol> </li> </ol>		

**2. PROCEDURES:****a. PREPARATION FOR BRIDGE MAINTENANCE OPERATIONS:**

- i. Familiarize employees with the location of stormwater inlets, swales and other conveyances within the work zone.
  - ii. Provide documentation to Crew Supervisor of local waterways, tributaries, ponds etc. within the work zone.
  - iii. Provide on-site mobile spill containment equipment and materials.
  - iv. Provide on-site reserve/backup inlet protective materials and devices.
- b. Protect storm drains, inlets, swales, waterways using drain covers, inserts, booms, berms etc. throughout the work zone.
- c. Lancaster Township is responsible for Litter and Debris removal
- d. Lancaster Township is responsible for ice and snow removal
- i. Includes the application of anti-skid and deicing materials



**3. TRAINING**

- a. This SOP will be incorporated into annual training for applicable employees in accordance with the Township's MS4 Program Plans that involve Bridge Maintenance Operations Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports

	Permitees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure Building Utility Systems Operations SOP's are implemented.	
<b>PWD trained / SOP Implemented: February 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
<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.		
<b>RATIONALE:</b> Building Utility Systems Operations, Repair and Maintenance including HVAC, Plumbing, Electrical, Electric Generation, Roof and Gutter Systems can become a source of pollution as a result of leaks, spills, or accidents, or through not controlling waste and debris during installation and repair operations. Improper maintenance of oil water separation systems, grease traps and floor drains all potentially can become a source of pollutants entering into the storm water system or directly into local water sources. This SOP is designed to minimize the potential for the introduction of pollutants to the storm water system or local waterways during building operations, repair and maintenance activities.		
<b>1. RESPONSIBLE PARTIES:</b> a. Public Works Staff. Public Works engages in multiple activities that involve building and utility maintenance/repair operations. b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with building repairs or maintenance operations c. Other SOPs and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted: i. SOP 1210 Pavement Washing and Paved Area Maintenance ii. SOP 1300 Spill Containment and Clean Up iii. SOP 1310 Stormwater System Maintenance Operations iv. SOP 1390 Vehicle and Equipment Maintenance v. SOP 1340 Street Sweeping Operations vi. SOP 1140 Inlet Cleaning vii. SOP 1410 Dumpster and Receptacle Management		
<b>2. PROCEDURES:</b> a. Building Maintenance, Painting, Power Washing		

- i. When power washing buildings and facilities, ensure that the wash water does not flow into the storm system.
- ii. Containment or filtering systems should be provided.
- iii. Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- iv. When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods).
- v. Protect inlets when maintenance work is conducted up grade.
- vi. When painting, use a drop cloth and refer to SOP 1300 Spill Containment and Clean Up for any spills.
- vii. Do not leave open containers on the ground where they may accidentally tip over.
- b. Inspect Buildings for Leaks and any possible pollutant discharge points
- c. Private Streets and parking lots:
  - i. Access roads and parking lots surrounding municipal buildings and facilities should be swept as needed and kept clean to reduce runoff of pollutants and debris to the storm water system.
- d. Roofs:
  - i. Inspect roof annually
  - ii. Inspect all rooftop equipment for potential fluid leaks and operational condition
  - iii. Ensure flat roofs are properly draining
- e. Gutters, Downspouts and Rain Barrels:
  - i. Inspect Annually for leaks, damage
  - ii. Inspect spring and fall for leaf and debris build up
- f. Sanitary Sewer System
  - i. Have any plumbing backups, sewer troubles serviced by a qualified contractor
    - 1. Review the MS4 requirements and pertinent SOPs with the contractor.
  - ii. Contact appropriate sewer authority for service to the sanitary sewer system beyond the lateral
- g. HVAC Systems
  - i. Change filters and perform preventative maintenance is proscribed by the system manufacturer
    - 1. If serviced by a contractor:
      - a. Review the MS4 requirements and pertinent SOPs with the contractor
- h. Oil Water Separation Systems:
  - i. Inspect, pump and service Oil Water Separation Systems Annually or more often during periods of high use.
- 3. TRAINING
  - a. This SOP will be incorporated into annual training for applicable employees in accordance with the Township's MS4 Program Plans that involve building systems and building utilities. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.



	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure Exposed Storage SOP's are implemented.	
<b>PWD trained / SOP Implemented: February 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
<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.		
<b>RATIONALE:</b> Outdoor storage of material can become a source of pollution as a result of leaks, spills, or accidents, or through the corrosion or leaching of materials into stormwater. Bulk materials such as sand, dirt, gravel, and mulch can also wash into the storm drain system when left exposed to precipitation. This SOP is designed to minimize the potential for outdoor storage of material to negatively affect stormwater quality.		
<b>1. RESPONSIBLE PARTIES</b> <ul style="list-style-type: none"><li>a. Public Works Staff. Public Works engages in multiple activities that involve the outdoor storage of materials.</li><li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with outdoor storage of materials. This includes, but is not limited to liquid bulk storage as well as dry storage such as sand, gravel, mulch, and dirt.</li><li>c. Other SOPs and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted.<ul style="list-style-type: none"><li>i. SOP 1300 Spill Containment and Cleanup</li></ul></li></ul>		
<b>2. PROCEDURES</b> <ul style="list-style-type: none"><li>a. <b>OUTDOOR STORAGE AREAS:</b><ul style="list-style-type: none"><li>i. All chemical and material containers must be stored indoors whenever possible. If they must be stored outdoors, place them under cover.</li><li>ii. Secondary Containment. All containers and dry materials must have secondary containment.</li><li>iii. Place all containers and dry materials on a plastic pallet or other device that elevates them off the ground or pavement and provides containment.</li><li>iv. Never release accumulated stormwater from a secondary containment structure unless it has been verified that there is no contamination present. If contamination is present, it must be properly mitigated prior to</li></ul></li></ul>		

discharge, discharged to a sanitary sewer, or otherwise handled in accordance with the contaminant present.

b. PLACEMENT:

- i. 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.
- ii. Traffic Control. Materials must be stored away from vehicle and equipment traffic. Bollards must be placed around materials where vehicles and equipment may come into close proximity.

c. SPILL RESPONSE:

- i. Provide a spill kit near all storage areas.
- ii. Clean up any spills, leaks, or discharges promptly.
- iii. If a container is found to be leaking, either empty the contents into a leak-tight container or place the entire container inside of a larger leak-tight container.

d. INSPECTIONS:

- i. Inspect all containers stored outdoors monthly.



e. SAND, DIRT OR GRAVEL STOCKPILES:

- i. Stockpiles should be stored inside a storage building or under a roof whenever possible.
- ii. If a permanent overhead structure is not available stockpiles will be surrounded with absorbent boom and nearby inlets must have protection.
- iii. Contain stormwater run-off from stockpiles by using barriers or berms.
- iv. Sweep areas surrounding the stockpile to prevent materials from mingling with stormwater.
- v. Order only the amount of the material to be stockpiled that is needed for the specific job and schedule delivery to minimize the amount of outdoor storage time.
- vi. Locate stockpiles away from storm drain inlets. Provide protection for the inlet if necessary to prevent the discharge of materials.



3. TRAINING

- a. This SOP will be incorporated into annual training for applicable employees in accordance with the Township's MS4 Program Plans that involve the outdoor storage of materials. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports



	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure Excavation and General Construction SOP's are implemented.	
<b>PWD trained / SOP Implemented: February 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
<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.		
<b>RATIONALE:</b> Excavation and General Construction operations can become a source of pollution as a result of leaks, spills, or accidents, or through uncontrolled runoff and deposit of materials into the storm water system or directly into local water sources. Bulk materials such as sand, dirt, gravel, and bituminous paving materials and trash can also wash into the storm drain system when left exposed to precipitation, wind and during staging and construction. This SOP is designed to minimize the potential for the introduction of pollutants to the storm water system or local waterways during Excavation and General Construction operations.		
<b>1. RESPONSIBLE PARTIES:</b> a. Public Works Staff. Public Works engages in multiple activities that involve Excavation and General Construction operations. b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with Bridge maintenance operations. This includes, but is not limited to snow and ice removal, patching, base repairs, ADA Sidewalk, landing and curb or other concrete work. c. Other SOPs and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted: i. SOP 1300 Spill Containment and Clean Up ii. SOP 1310 Stormwater System Maintenance and Repair		
<b>2. PROCEDURES:</b> a. Remove or contain all erodible or loose material prior to forecasted wind and precipitation events or before non-stormwater is installed or applied within the project site.		



- i. For light weight debris, maintenance can require immediate attention for wind events and often 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).
    - i. Operational; including but not limited to:
      - 1. Strategic staging of materials eliminating exposure, such as not staging on pavement
      - 2. Avoiding multiple day staging of backfill and spoil
      - 3. Haul off spoil as generated or daily
    - ii. Structural; including but not limited to:
      - 1. Inlet protection, e.g., wattles, filter fabric, drop inlet bags, boards, planks
      - 2. Gutter dams, e.g., wattles, sandbags, dirt dams
      - 3. Boundary containment, e.g., wattles, silt fence
      - 4. Dust control, e.g., water hose,
      - 5. Waste control, e.g., concrete washout, dumpster, receptacles
  - c. Inspect 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:
    - i. Use dry cleanup methods, e.g., square nose shovel and broom.
    - ii. 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:
    - i. When a broom and a square nosed shovel cannot pick up any appreciable amount of material.
  - f. Waste Disposal:
    - i. Dispose of waste according to SOP #1410 Dumpster and Receptacle Management.
    - ii. Construction dewatering is not allowed to be discharged to the storm drain system. Dewatering will require controls be employed that will remove any pollutants. The waste water may be discharged to a lawn or field and allowed to infiltrate or disposed at the Public Works facility.
3. TRAINING
- a. This SOP will be incorporated into annual training for applicable employees in accordance with the Township's MS4 Program Plans that involve Excavation and General Construction Operations. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports

	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure Fertilizer, Pesticide and Herbicidal Operations SOP's are implemented.	
<b>PWD trained / SOP Implemented: March 2024</b> <b>Approved by Township Board of Supervisors: November 2023</b> <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
<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.		
<b>RATIONALE:</b> Turf and grounds management and pest control operations involving the use of Fertilizers, Herbicides and Pesticides can become a source of pollution if improperly stored, transported or applied. Fertilizers contribute to nutrient pollution. Lancaster Township is subject to the Chesapeake Bay TMDL. Pesticides and Herbicides can be toxic to aquatic life in local streams and waterways. This SOP is designed to minimize or prevent the introduction of pollutants to the storm water system or local waterways from these operations.		
<b>1. RESPONSIBLE PARTIES:</b> a. Public Works Staff. Public works engages in multiple activities that involve pesticide and herbicide operations. b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with pesticide and herbicide operations. c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted. i. SOP 1120 Vehicle and Equipment Fueling ii. SOP 1300 Spill Containment and Cleanup iii. SOP 1160 Landscaping Maintenance Operations iv. SOP 1360 Trail and Park Maintenance v. SOP 1390 Vehicle and Equipment Maintenance vi. Pennsylvania Pesticide Sensitivity Registry vii. Pesticide License #BU1866 Commonwealth of PA Department of Agriculture		
<b>2. PROCEDURES:</b> a. PROCESS GUIDELINES: i. Provide documentation to Crew Supervisor of local waterways, tributaries, ponds etc. within the work area. ii. Follow all manufacturers recommendations for mixing, applying, cleanup, storage and handling.		

- iii. Materials must be stored in an adequately ventilated and controlled cabinet inside a secured building preventing unauthorized access and use.
- iv. In the event of any spill protect storm drains, inlets, swales, waterways using drain covers, inserts, booms, berms etc. throughout the work area.
- v. Provide adequate containment when mixing materials. This includes an area with impervious surface and adequate perimeter control to prevent the discharge of pollutants in the event of a spill.
- vi. All mixed material containers shall be labeled with the specific contents.
- vii. Mix the minimum amount of material needed for the immediate job.
- viii. Time the application of materials to coincide with the manufacturer's recommendation for best results.
- ix. Do not apply pesticides or herbicides during precipitation or if precipitation is expected.
- x. Do not apply fertilizers when heavy rain that could cause significant runoff is anticipated.
- xi. Do not apply when wind conditions could result in spray drift to waterbodies or areas not targeted for application.
- xii. If possible, limit the application of pesticides or herbicides to a specific problem area.
- xiii. Avoid applying materials in or near any drainage ditch, creek, pond, or seasonal streambed.
- b. CLEAN UP:
  - i. Sweep pavement and sidewalks where fertilizers or other solid chemicals have fallen, sweep them onto grassy areas or collect and dispose of properly.
  - ii. Make sure all containers are properly labeled.
  - iii. Dispose of excess or left-over chemicals according to instructions on the label and local waste regulations.
  - iv. Triple rinse all pesticide and herbicide containers prior to disposal.
  - v. Never rinse pesticides in an area where it has the potential to enter the storm drain or be washed into a local water body.
  - vi. Application equipment must be washed in a fully contained area that drains to a holding tank or a sanitary sewer.

### 3. TRAINING:

- a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.

	Permitees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure vehicle and equipment fueling operations SOP's are in place.	
<b>PWD trained / SOP Implemented: January 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
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<b>RATIONALE:</b> Spills, leaks and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on a variety of ways by which fuels and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as "handling." The Lancaster Township Public Works Department will implement the following fuel and oil handling procedures to help reduce the discharge of pollutants from the MS4:		
1. RESPONSIBLE PARTIES: <ul style="list-style-type: none"><li>a. Public Works Staff. Public works engages in multiple activities that involve vehicle and equipment fueling and fuel and waste oil handling.</li><li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with vehicle and equipment fuel or waste oil handling operations.</li><li>c. Other SOP's and Documents. In addition to this SOP's, the following documents are to incorporated by reference and must be consulted.<ul style="list-style-type: none"><li>i. SOP 1300 Spill Containment and Cleanup</li><li>ii. SOP 1160 Landscaping Maintenance Operations</li><li>iii. SOP 1180 Mowing and Trimming</li><li>iv. SOP 1390 Vehicle and Equipment Maintenance</li><li>v. Attached fuel delivery checklist form (Appendix A).</li></ul></li></ul>		
2. PROCEDURES: <ul style="list-style-type: none"><li>a. GENERAL GUIDELINES:<ul style="list-style-type: none"><li>i. For all manners of fuel and oil handling described below, a member of the facility's Public Works Department or another knowledgeable person familiar</li></ul></li></ul>		

with the facility should be present during handling procedures. This person should ensure that the following are observed:

- ii. There is no smoking while fuel handling is in process or underway.
- iii. Sources of flame are kept away while fuel handling is being completed. This includes smoking, lighting matches, carrying any flame, or carrying a lighted cigar, pipe, or cigarette.
- iv. Catch basins and drain manholes are adequately protected.
- v. No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
- vi. No flammable liquid should be unloaded from any motor vehicle while the engine is operating, unless the engine of the motor vehicle is required to be used for the operation of a pump.
- vii. Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
- viii. The attending persons should watch for any leaks or spills:
  - 1. Any leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow the procedures in SOP 1300: Spill Containment and Cleanup.

b. DELIVERY BY TRUCK:



- i. Procedures for the delivery of bulk fuel should include the following:
  - 1. The truck driver should check in with the Public Works Department upon arrival.
  - 2. The delivery vehicle's hand brake is set and wheels are chocked while the activity is being completed.
  - 3. The Public Works Superintendent or his designated facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 1320 Spill Containment and Cleanup for examples of spill cleanup and response materials.
  - 4. The facility representative should check to ensure that the amount of delivery does not exceed the available capacity of the tank.
  - 5. A level gauge can be used to verify the level in the tank.
  - 6. If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
  - 7. The truck driver and the facility representative should both remain with the vehicle during the delivery process.
  - 8. The truck driver and the facility representative should inspect all visible lines, connections, and valves for leaks.
  - 9. When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
  - 10. The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
  - 11. The facility representative should inspect the fuel tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned and disposed of properly.

c. DELIVERY OF DRUMMED MATERIALS:



- i. Drummed materials may include motor oil, hydraulic fluid, transmission fluid, or waste oil from another facility (as approved).
  - ii. Procedures for the delivery of drummed materials should include the following:
    - 1. The truck driver should check in with the facility upon arrival.
    - 2. The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP1300: Spill Containment and Cleanup for examples of spill cleanup and response materials.
    - 3. The facility representative should closely examine the shipment for damaged drums.
    - 4. If damaged drums are found, they should be closely inspected for leaks or punctures.
    - 5. Breached drums must be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
    - 6. Drums must be disposed of in accordance with all applicable regulations.
    - 7. Drummed materials must not be unloaded outdoors during wet weather events.
    - 8. The truck driver and the facility representative must both remain with the vehicle during the delivery process.
    - 9. Drums should be handled and unloaded carefully to prevent damage.
    - 10. Upon completion of unloading, the facility representative should inspect the unloading point and the drums to verify that no leaks have occurred, that any leaked or spilled material has been cleaned up and disposed of properly, and that the unloaded drums are not leaking.
    - 11. The facility representative should check to ensure that the proper amount of fuel or other material is delivered, and collect a receipt from the truck driver.
- d. REMOVAL OF WASTE OIL FROM FACILITY
  - i. When waste oil or similar oil products need to be removed from the premises, only haulers certified to transport waste oil should be utilized.
- e. PROCEDURES MUST INCLUDE THE FOLLOWING:
  - 1. The disposal truck driver must check in with the facility representative upon arrival.
  - 2. The facility representative must ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 1300 Spill Containment and Cleanup for examples of spill cleanup and response materials.
  - 3. The truck driver and the facility representative should both remain with the vehicle during the tank draining process.
  - 4. When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
  - 5. The facility representative should 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.

6. When draining bulk tanks, the facility representative must verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
  7. The disposal hauler vehicle must be inspected prior to departure to ensure that the hose is disconnected from the tank.
3. EMERGENCY SPILL INFORMATION:
- i. Refer to SOP #1300 Spill Containment and Cleanup
  - ii. Use spill kits if available or use any material available nearby; including but not limited to sand, dirt, landscaping materials, etc.
  - iii. Notify Emergency Management Coordinator
    1. Emergency Management Coordinator Lancaster Township 717-291-1213 Office EMC@twp.lancaster.pa.us
    2. MS4 Coordinator at [MS4Coordinator@twp.lancaster.pa.us](mailto:MS4Coordinator@twp.lancaster.pa.us) and call 1-223-221-7522.
  - iv. For large uncontained spills, generally 50 gal or more;
    1. call 911
    2. Notify Emergency Management Coordinator Lancaster Township 717-291-1213 Office EMC@twp.lancaster.pa.us
    3. Notify MS4 Coordinator at [MS4Coordinator@twp.lancaster.pa.us](mailto:MS4Coordinator@twp.lancaster.pa.us) and call 1-223-221-7522.
4. EMPLOYEE TRAINING:
- a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.

	Permitees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and train on Mowing, Trimming and Landscape Maintenance Operations and ensure the SOP's are implemented.	
<b>PWD trained / SOP Implemented: March 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Sediment Nutrients Heavy Metals Toxic Materials Organics Oil & Grease Floatables
<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.		
<b>RATIONALE:</b> Mower maintenance, fueling and use of mowing equipment, grass trimmers, blowers and related landscape maintenance equipment and operations such as pesticide and herbicide application have the potential to add pollutant load if not properly managed. This SOP describes the procedures in place to ensure that mowing, trimming and landscape maintenance operations are conducted in a manner that minimizes the opportunity for pollutants.		
<b>1. RESPONSIBLE PARTIES:</b> <ul style="list-style-type: none"><li>a. Public Works Staff. Public works engages in multiple activities that involve mowing and trimming operations.</li><li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with mowing and trimming operations.</li><li>c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted.<ul style="list-style-type: none"><li>i. SOP 1110 Fertilizer, Pesticide, Herbicide Application</li><li>ii. SOP 1120 Vehicle and Equipment Fueling</li><li>iii. SOP 1300 Spill Containment and Cleanup</li><li>iv. SOP 1310 Storm Water System Maintenance Operations</li><li>v. SOP 1390 Vehicle and Equipment Maintenance</li><li>vi. SOP 1410 Dumpster and Receptacle Management</li></ul></li></ul>		
<b>2. PROCEDURES:</b> <ul style="list-style-type: none"><li>a. APPLICATION:<ul style="list-style-type: none"><li>i. Mowing, trimming and related activities take place as scheduled activities at Lancaster Township Parks, Township Facilities, local Township Road Rights of Way and other Township related parcels listed in the Facilities and Activities Inventory.</li></ul></li></ul>		

## b. EQUIPMENT FACILITY(S):

- i. The Public Works Maintenance buildings provide indoor storage for all mowers, grass trimmers, attachments and related equipment. Fuel is stored either in the bulk gasoline or bulk diesel fuel tank or in portable containers housed in a fuel safety cabinet when not in use.

## c. STAGING OPERATION:

- i. First use daily mowers must be inspected with special attention to all fuel, oil and coolant system tanks, hoses and connections. Equipment may not be used if any evidence of current unrepaired leaks exists.
- ii. Prior to transporting or driving mowing equipment to or from mowing areas all loose grass and organic material must be removed and prepared for disposal.
- iii. When loading mowers and related equipment onto trailers all straps, chains or other restraining devices must be checked to insure safe transport.

## d. MOWING OPERATIONS:

- i. Prior to mowing remove litter, debris and any trash from the area to be mowed..
  - 1. Deposit trash in appropriate containers
- ii. Mow grass at 3 inches to 3-1/2-inch length
- iii. Where appropriate leave grass clippings mulched.
- iv. Do not blow or wash grass clippings onto pavement, gutters or storm drains.
- v. Reduce mowing frequencies wherever possible
- vi. Properly dispose of all organic materials after weeding, trimming etc.
- vii. Clean mowers only in approved areas within the maintenance facility.
  - 1. Never hose or wash off mowing equipment in areas that drain to the MS4

## e. EROSION PREVENTION PROCEDURES

- i. Prioritize erosion control activities based upon proximity to any surface water (e.g., rivers, streams, ponds etc.)
- ii. Repair Damage to landscape beds including mulched or vegetative bare spots
- iii. Remove by sweeping or shoveling soil, mulch, grass clippings and other debris from parking lots, abutting streets, curbs, gutters, sidewalks and drainage ways.

## f. WASTE COLLECTION DISPOSAL AND TRANSPORT:



- i. Collect all litter and ground debris and place in approved containers
- ii. Inform Parks Supervisor or Public Works Superintendent of any evidence of dumping or hazardous materials found.
- iii. Follow SOP 1410 Dumpster and Receptacle Management.

## g. TRAIL AND PATH MAINTENANCE:

- i. Inspect the following areas at each collection cycle, per waste management inspection log (Appendix A).



## 3. TRAINING:

- a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.

	Permitees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and train on Pavement Washing and (Parking and private drive)Paved Area Maintenance Operations and ensure the SOP's are implemented.	
<b>PWD trained / SOP Implemented: March 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Sediment Nutrients Heavy Metals Toxic Materials Organics Oil & Grease Floatables
<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.		
<b>RATIIONALE:</b> Pavement washing is necessary to remove pollutants from pavement surfaces that might leach off pavement into runoff. It is also necessary when warranted for aesthetic purposes. Pavement washing waste must be prevented from entering storm drain systems. This SOP defines how pavement washing waste will be contained.		
1. RESPONSIBLE PARTIES: <ul style="list-style-type: none"><li>a. Public Works Staff. Public works engages in multiple activities that involve pavement washing and maintenance.</li><li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with pavement washing and maintenance.</li><li>c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted.<ul style="list-style-type: none"><li>i. SOP 1120 Vehicle and Equipment Fueling</li><li>ii. SOP 1300 Spill Containment and Cleanup</li><li>iii. SOP 1350 Street Sweeping Operations</li><li>iv. SOP 1410 Dumpster and Receptacle Management</li></ul></li></ul>		
2. PROCEDURES: <ul style="list-style-type: none"><li>a. PREPERATION:<ul style="list-style-type: none"><li>i. Locate and protect all inlets, drains, swales and water courses to ensure that cleaning liquids including waste water are prevented from entering.<ul style="list-style-type: none"><li>1. Use booms, silt socks, silt bags, rock dams as appropriate</li></ul></li></ul></li><li>b. PAVEMENT CLEANING FREQUENCY:<ul style="list-style-type: none"><li>i. All parking lots must be cleaned a minimum of twice a year</li></ul></li></ul>		

- ii. Municipally owned parking lots, non-public municipal pavement or municipal drives must be cleaned whenever oil, grease or other potential pollutants are evident
  - iii. Prior to any painting /striping improvements or refreshing
- c. DISPOSAL:
  - i. Cleaning material and waste water disposal must follow standard SOPs which could vary depending on which operations are used for the washing. Waste can typically be disposed of properly by following the SOP's incorporated by reference into this document and listed above.
- 3. TRAINING:
  - a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.



	Permitees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and train on Salt Brine and Deicing Operations and ensure the plan is implemented.	
<b>PWD trained / SOP Implemented: January 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Sediment Nutrients Heavy Metals Toxic Materials Organics Oil & Grease Floatables Salt Brine Sodium Chloride
<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.		
<b>RATIONALE:</b> Salt brine is essential to ensuring a safe transportation system. However, the Snow Removal and Deicing Operation should be properly managed so that it will not be the cause of unnecessary pollution. This site is equipped with two salt brine tanks with brine delivered via tanker truck. The brine is pumped into the holding tanks via contracted delivery personnel. The Salt Brine Deicing SOP is used to manage operation of the Public Works pre-treatment deicing process.		
<b>1. RESPONSIBLE PARTIES:</b> <ul style="list-style-type: none"><li>a. Public Works Staff. Public works engages in activities that involve salt brine deicing operations.</li><li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with salt brine and deicing operations.</li><li>c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted.<ul style="list-style-type: none"><li>i. SOP 1120 Vehicle and Equipment Fueling</li><li>ii. SOP 1290 Snow Removal and Deicing</li><li>iii. SOP 1300 Spill Containment and Cleanup</li><li>iv. SOP 1390 Vehicle and Equipment Maintenance</li><li>v. Winter Maintenance Manual by PA LTAP</li><li>vi. Winter Road and Snow Maintenance Training Course – Road Scholar Materials</li></ul></li></ul>		
<b>2. PROCEDURES:</b> <ul style="list-style-type: none"><li>a. APPLICATION:<ul style="list-style-type: none"><li>i. Street and sidewalk winter management operations. Including but not limited to: salt brine storage, pre-wetting, application amounts, and good housekeeping.</li></ul></li></ul>		

## b. FACILITY:

- i. The Public Works Maintenance yard provides storage for liquid brine with locked discharge mechanisms.

## c. STAGING OPERATION:

- i. Installation of holding tanks and sprayers including hoses and in cab controls must be in accordance with the manufacturer's instructions. The Public Works Superintendent and or the Public Works Supervisor is responsible to inspect the installation and to test operation of the equipment prior to filling with salt brine.
- ii. Truck mounted brine tank and sprayer connections including hoses are to be inspected prior to each use.
- iii. During the winter season, truck mounted tanks should be flushed between winter events.
- iv. Flushing should take place in the designated truck wash out bay utilizing the oil/water separation system prior to release to the sanitary sewer.
- v. Truck mounted Brine tank following winter months; tanks should not be refilled minimizing potential for breach of containment.

## d. PRETREATMENT / DEICING OPERATIONS:



- i. Wash out vehicles (if necessary) in wash bay before preparing them for installation of brine tanks and sprayer equipment.
- ii. Ensure truck mounted brine tanks are free of any liquid contaminants. Flush tanks with water in specified truck wash bay.
- iii. Test sprayer bar and hose if equipped to ensure proper function and eliminate leak and overspray potential.
- iv. Apply salt brine for pretreatment and deicing per the LTAP Winter Maintenance Manual. Including but not limited to: T.A.P.E.R.:
  - 1. Temperature
  - 2. Application (application rate)
  - 3. Product (what product e.g., salt or anti-skid)
  - 4. Event (what type of weather event)
  - 5. Results: (record results achieved)
- v. Park trucks inside at end of work day.
- vi. Each vehicle used must be cleaned. Vehicles should be rinsed and cleaned when dry periods are forecast, otherwise they may be parked in garage ready for the following day.

## e. DOCUMENTATION:



- i. Yard site inspections. Inspect brine tank areas semiannually and record results. (May be part of facility inspection report)

## 3. TRAINING:

- a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.

	<p>Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and train on Snow Removal and Deicing and ensure the plan is in place.</p>	
<p><b>PWD trained / SOP Implemented: January 2024</b></p> <p><b>Approved by Township Board of Supervisors: November 2023</b></p> <p><b>Written by Director of Public Works: September 2023</b></p>		<p><b>Targeted Pollutants:</b></p> <ul style="list-style-type: none"> <li>Sediment</li> <li>Nutrients</li> <li>Heavy Metals</li> <li>Toxic Materials</li> <li>Organics</li> <li>Oil &amp; Grease</li> <li>Floatables</li> <li>Salt</li> <li>Sodium Chloride</li> </ul>
<p><b>GENERAL:</b></p> <p>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>RATIONALE:</b></p> <p>Salt is vital to ensuring a safe transportation system. However, the Snow Removal and Deicing Operation should be properly managed so that it will not be the cause of unnecessary pollution. This site is equipped with a salt shed. The loading area is exposed to the weather. Salt is removed from the covered salt shed and immediately placed into the dump body of waiting trucks. The brine is pumped to trucks minimizing unnecessary waste and maximizing the effectiveness of the snow removal and de-icing operations. The Snow Removal and Deicing SOP is used to manage these and related operations.</p>		
<p><b>1. RESPONSIBLE PARTIES:</b></p> <ul style="list-style-type: none"> <li>a. Public Works Staff. Public works engages in multiple activities that involve snow removal and deicing.</li> <li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with snow removal and or deicing operations.</li> <li>c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted. <ul style="list-style-type: none"> <li>i. SOP 1120 Vehicle and Equipment Fueling</li> <li>ii. SOP 1260 Salt Brine Deicing Operations</li> <li>iii. SOP 1300 Spill Containment and Cleanup</li> <li>iv. SOP 1390 Vehicle and Equipment Maintenance</li> <li>v. Winter Maintenance Manual by PA LTAP</li> <li>vi. Winter Road and Snow Maintenance Training Course – Road Scholar Materials</li> </ul> </li> </ul> <p><b>2. PROCEDURES:</b></p> <ul style="list-style-type: none"> <li>a. APPLICATION:</li> </ul>		

- i. Street and sidewalk winter management operations. Including but not limited to: salt storage, pre-wetting, application amounts, and good housekeeping.
  - b. FACILITY:
    - i. The Public Works salt storage shed will hold 400 to 500 ton under the roof. There are two tanks holding liquid brine one is 6,000 gallons and the other is 5,000 gallons. Each tank has a locked discharge point.
  - c. STAGING OPERATION:
    - i. Restrict salt loading operations to the area at the southeast corner of the salt shed and brine pumping at the base of the two brine tanks. Salt spillage in the loading area should be immediately moved back into the stock pile in the salt shed. Salt loading area should be swept and cleared of salt and residue no later than the end of the current storm.
    - ii. Brine tank discharge points should be locked after each use.
    - iii. Remove unused salt from truck bodies.
    - iv. During the winter season, clean out salt trucks, salt spreaders and loaders in the dedicated garage area for any residue to flow to the oil water separator and sanitary sewers.
    - v. Summer salt storage; keep salt contained under the roof.
    - vi. Brine tank following winter months; tanks should not be refilled minimizing potential for breach of containment.
  - d. SNOW REMOVAL OPERATION (STREET AND SIDEWALKS, SALT, ANTI-SKID AND PRE-TREATMENT WITH BRINE):
    - i. Wash out vehicles (if necessary) in wash bay before preparing them for snow removal.
    - ii. Apply snow removal per the LTAP Winter Maintenance Manual.
    - iii. Including but not limited to: T.A.P.E.R.:
      - 1. Temperature
      - 2. Application (application rate)
      - 3. Product (what product e.g., salt or anti-skid)
      - 4. Event (what type of weather event)
      - 5. Results: (record results achieved)
    - iv. Park trucks inside at end of work day.
    - v. Each vehicle used must be cleaned. Vehicles should be rinsed and cleaned when dry periods are forecast, otherwise they may be parked in garage ready for the following day.
  - e. DOCUMENTATION:
    - i. Yard site inspections. Inspect salt and brine tank areas semiannually and record results. (May be part of facility inspection report)
3. TRAINING:
- a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.

	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure spill prevention plans are in place.	
<b>PWD trained / SOP Implemented: January 2024</b> <b>Approved by Township Board of Supervisors: November 2023</b> <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
<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.		
<b>RATIONALE:</b> Response time, spill containment and proper clean up are vital to protecting the environment. Written procedures are necessary to achieve a uniform and effective response by all staff. A written SOP is also necessary to facilitate the acquisition and selection of materials needed for an effective operation.		
<b>1. RESPONSIBLE PARTIES:</b> a. Public Works Staff. Public Works engages in multiple activities that could necessitate spill containment and cleanup. b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements for work to be performed within Township owned facilities and lands. c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted. i. SOP 1120 Vehicle and Equipment Fueling ii. SOP 1410 Dumpster and Receptacle Management iii. SOP 1210 Pavement Washing and Paved Area Maintenance iv. SOP 1060 Exposed Storage v. SDS/MSDS SHEETS: vi. PW SDS Manual is filed in the Public Works Office of Emergency Management Coordinator d. Building Maintenance Plans are located in the Public Works Superintendents Office of Emergency Management Coordinator (EMC)		
<b>2. PROCEDURES:</b> a. PRIORITIES: i. Dam and contain flowing spills. ii. Use spill kits if available or use any material available nearby; including but not limited to sand, dirt, landscaping materials, etc.		



- iii. Notify Emergency Management Coordinator
  - 1. Emergency Management Coordinator Lancaster Township 717-291-1213 Office EMC@twp.lancaster.pa.us
  - 2. MS4 Coordinator at [MS4Coordinator@twp.lancaster.pa.us](mailto:MS4Coordinator@twp.lancaster.pa.us) and call 1-223-221-7522.
- iv. For large uncontained spills, generally 50 gal or more;
  - 1. call 911
  - 2. Notify Emergency Management Coordinator Lancaster Township 717-291-1213 Office EMC@twp.lancaster.pa.us
  - 3. Notify MS4 Coordinator at [MS4Coordinator@twp.lancaster.pa.us](mailto:MS4Coordinator@twp.lancaster.pa.us) and call 1-223-221-7522.
- b. CLEANUP PROCEDURE:
  - i. NEVER WASH SPILLS TO THE STORM DRAIN SYSTEMS.
  - ii. Follow SDS/MSDS (Safety Data Sheet / Material Safety Data Sheet) requirements but generally most spills can be cleaned up according to the following:
  - iii. Absorb liquid spills with spill kit absorbent material, sand or even dirt until liquid is sufficiently solid and not dripping. Working absorbing material with a broom to speed up the process.
  - iv. Remove liquid and dry material spills immediately using dry cleanup methods, e.g., broom and shovel, or vacuum operations. Liquids will literally only take minutes to be absorbed.
  - v. Cleanup with water and detergents may also be necessary depending on the spilled material.
    - 1. However, the waste from this operation must be vacuumed or effectively picked up by dry methods.
    - 2. Repeat process when residue material remains.
- c. DISPOSAL:
  - i. Follow SDS/MSDS requirements but usually most spills can be disposed per the following:
  - ii. Generally, most spills absorbed into solid forms can be disposed to the Lancaster Township Public Works dumpster and receptacles.
  - iii. Generally Liquid waste from surface cleansing processes may be disposed to the sanitary sewer system after the following conditions have been met:
    - 1. Dry cleanup methods have been used to remove the bulk of the spill and disposed per the Waste Management SOP.
    - 2. The liquid waste amounts are small and diluted with water. This is intended for spill cleanup waste only and never for the disposal of unused or spent liquids.
- d. FOLLOW UP SPILL COMMUNICATION AND DOCUMENTATION:
  - i. Spills contained and cleaned up and spills that have not reached storm drain systems. No contact is necessary
  - ii. Spills reaching the storm drain system, contact supervisor and Emergency Management Coordinator. Also file a spill report attached.
  - iii. Document all spills in accordance with SPILL REPORT FORM found with this SOP link.
  - iv. Deliver completed form and any pictures to Emergency Management Coordinator.
  - v. Public Works staff will log reports in CSDATUM. Use the following:
    - a. Municipal layer;
    - b. Asset Type:
      - a. **Problem Area**
      - b. Township Facility and Land Use



- c. Name of Problem Area
    - d. Owner of Problem Area (Township or Private Ownership)
    - e. Problem Type:
      - f. Spill Reporting
      - g. Leak Reporting
      - h. Flooding Washout
      - i. Other
      - j. Corrected Yes/No
  - e. INSPECTION DATA:
    - i. Attach Photos
    - ii. Attach any Pertinent Files (Reports)
    - iii. Link to SDS / MSDS
    - iv. Add Any Notes
  - f. ENFORCEMENT:
    - i. Employees will not be reprimanded for reporting spills caused by themselves or others.
  - g. MATERIALS:
    - i. Absorbent materials, such as commercial spill kits, and bulk absorbent products are the responsibility of the Public Works Superintendent and Public Works Supervisor to insure are available in sufficient quantity and accessibility. It is the responsibility of the Direct of Public Works to ensure that proper funding is available through the Township budget process.
- 3. TRAINING:**
- a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township’s MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township’s MS4 annual reports.
- [[ATTACH LIST OF VENDORS]]
- | ESTABLISHMENT NUMBER | ENTITY NAME | ENTITY EMERGENCY CONTACT NUMBER | CONTACT NAME |
|----------------------|-------------|---------------------------------|--------------|
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[[ATTACH LIST OF VENDORS]]

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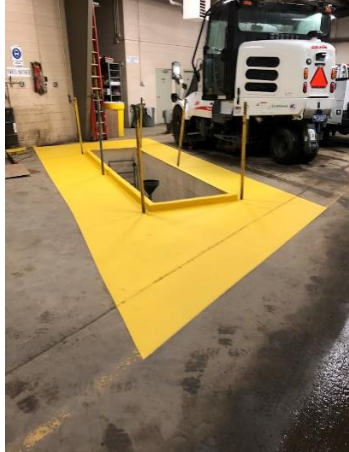
	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and train on Storm Water System Maintenance Operations and ensure the plan is implemented.	
<b>PWD trained / SOP Implemented: February 2024</b> <b>Approved by Township Board of Supervisors: November 2023</b> <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Sediment Nutrients Heavy Metals Toxic Materials Organics Oil & Grease Floatables
<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.		
<b>RATIONALE:</b> Effective and efficient inspection, operation and maintenance of the storm water system is an important factor in controlling pollutant load within the MS4. The storm water system is made up of structures, inlets, pipes, swales, ponds and water courses along with roadway surfaces and conveyances such as curbs and gutters. A set of Standard Operating Procedures for inspection, maintenance and repair of the drainage system is a key component in limiting the introduction of pollutants.		
<b>1. RESPONSIBLE PARTIES:</b> <ul style="list-style-type: none"><li>a. Public Works Staff. Public works engages in multiple activities that involve storm water system maintenance and repair operations.</li><li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with storm water maintenance or repair operations.</li><li>c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted.<ul style="list-style-type: none"><li>i. SOP 1060 Exposed Storage</li><li>ii. SOP 1210 Pavement Washing and Paved Area Maintenance</li><li>iii. SOP 1260 Salt Brine Deicing Operations</li><li>iv. SOP 1410 Dumpster and Receptacle Management</li><li>v. SOP 1300 Spill Containment and Cleanup</li><li>vi. Various Approved Subdivision and Land Development Plans</li><li>vii. GIS <a href="http://www.csdatum.com">www.csdatum.com</a></li><li>viii. PADOT Pub 213 Temporary Traffic Setups</li></ul></li></ul>		
<b>2. PROCEDURES:</b>		

a. INLET/CATCH BASIN/MAHOLE/ENDWALL/HEADWALL/PIPES/SWALE/INILTRATION PIT INSPECTION:

- i. Inspect Annually or more frequently if:
  1. Located in Construction Area
  2. High flow areas
  3. Low lying areas
  4. Poor drainage areas
- ii. Observe and record the following during inspection:
  1. Inspectors Name
  2. Inspection Date
  3. Structure or Feature ID
  4. Structure or Feature Label or ID Yes or No
  5. Inspection Images
  6. Structure or feature Construction
    - a. Concrete
    - b. Stone
    - c. Brick
    - d. Corrugated
    - e. Plastic
    - f. Other (Describe)
  7. Structure or Feature Condition
    - a. Good
    - b. Fair
    - c. Poor
    - d. Collapsing
  8. Pipe Material (s)
    - a. Concrete
    - b. HDPE
    - c. PVC
    - d. Clay Tile
    - e. Other (Describe)
  9. Structure or Feature Size (length x width in feet)
  10. Structure or Feature Depth
  11. Sump? Yes or No
  12. Low Flow Channel?
  13. Type of Grate
    - a. Standard
    - b. Bicycle Safe
    - c. Cascade
    - d. Bars
  14. Is top properly aligned? Yes or No
- iii. Is Flow Present Yes or No
- iv. Standing Water in Structure or Feature Yes or No
- v. Sediment Present
  1. 0-6"
  2. 6" – 12"
  3. 1ft – 2ft

4. > 2ft
- vi. Is the Structure or Feature between invert and bottom more than 50% full of sediment?
- vii. Describe Flow:
  1. Heavy
  2. Moderate
  3. Slight
  4. Trickle
- viii. Problems requiring maintenance observed.
  1. New grate needed
  2. Pipe is blocked
  3. Top misaligned
  4. Sediment removal required
  5. Pipe maintenance is required
    - a. Repair
    - b. Replacement
  6. Inlet being bypassed
  7. Can't remove manhole cover
  8. Swale work required
  9. Erosion around inlet
  10. Trash removal required
  11. Need concrete/asphalt patching at inlet
- ix. When flow is present record the following if observed:
  1. Foam
  2. Oil Sheen
  3. Sanitary Waste
  4. Bacterial Sheen
  5. Orange Staining
  6. Floatables
  7. Excessive Sediment
  8. Pet Waste
- x. If Sanitary Waste, Oil Sheen, Bacterial Sheen, Sanitary Waste Odor, are observed report the observation to the PW Supervisor, PW Superintendent or PW Director immediately.
  1. When an Illicit Discharge is observed/suspected the PW Manager receiving the report will review/confirm and contact the MS4 Coordinator DEP/EPA reporting as required.
- b. Sequencing of Repairs and Inspections
  - i. Work upstream to downstream in drainage system
  - ii. Clean sediment and trash off of grate or trash rack
  - iii. Remove grate and observe conditions to determine cleaning needs
  - iv. Manually remove accumulated solids, sediment, trash etc.
  - v. If available use high pressure water and capture water and effluent with vacuum
  - vi. Pull back any sediment that may have entered pipe during cleaning
  - vii. Determine if flushing is required
- c. Disposal of Inlet / Outfall collected sediment, vegetation etc.
  - i. Dispose at LCSWMA Frey Landfill

- d. Post cleaning inspection
  - i. Camera pipes to check post cleaning conditions
    - 1. Take repair/remediation actions as necessary.
- 3. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.

	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure Street Sweeping Operations SOP's are implemented.	
<b>PWD trained / SOP Implemented: March 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
<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.		
<b>RATIONALE:</b> Street Sweeping Operations including sweeping, dumping, filtering, sorting, reuse, sweeper equipment maintenance including filling and clean up on local roads can become a source of pollution as a result of leaks, spills, or accidents, deposit of materials into the storm water system or directly into local water sources. Bulk materials such as sand, dirt, gravel, and littered materials can also wash into the storm drain system when left exposed to precipitation and during non-sweeping periods. This SOP is designed to minimize the potential for the introduction of pollutants to the storm water system or local waterways during sweeping operations and sweeper maintenance operations.		
<b>1. RESPONSIBLE PARTIES:</b> <ul style="list-style-type: none"><li>a. Public Works Staff. Public Works engages in multiple activities that involve street sweeping operations.</li><li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with pavement and paving operations. This includes, but is not limited to paving, patching, base repairs, ADA Sidewalk, landing and curb or other concrete work.</li><li>c. Other SOPs and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted:<ul style="list-style-type: none"><li>i. SOP 1210 Pavement Washing and Paved Area Maintenance</li><li>ii. SOP 1300 Spill Containment and Clean Up</li><li>iii. SOP 1310 Stormwater System Maintenance and Repair</li><li>iv. SOP 1390 Vehicle and Equipment Maintenance</li><li>v. SOP 1140 Inlet Cleaning</li></ul></li></ul>		



vi. SOP 1060 Exposed Storage

## 2. PROCEDURES:

### a. PREPARATION FOR STREET SWEEPING OPERATION:

- i. Familiarize employees with the manufacturers operating guidelines, settings, standards and procedures for sweeper maintenance and operation.
- ii. Provide documentation to Sweeper Operators of local waterways, tributaries, ponds and stormwater system attributes within the work zone.
- iii. Develop a listing of streets to be swept, date and dates sweeping will occur.
  1. Base frequency on:
    - a. ADT
    - b. Observed litter concentration
    - c. Density of trees
  2. Publish Dates and Days for public to enhance effectiveness
  3. Install Sweeping signs in priority areas
    - a. Enforce no parking restrictions

### b. Sweeping Operation:

- i. Operate Sweeper per manufacturers recommendations
- ii. Document any evidence of leaking vehicles or spills encountered
- iii. Sweeping can continue in light rain
  1. Discontinue sweeping if gutters have flowing stormwater
- iv. Transfer full sweeper hopper to staged municipal dump truck
- v. Clean up any sweepings or spills that occur during transfer

### c. Sweeper Use Maintenance

- i. Check sweeper daily for leaks
- ii. Check Brooms after each use
  1. Replace per the manufacturer's recommendations
- iii. Scrape out any debris remaining in the hopper
  1. Deposit in appropriate waste receptacle or in staged area for sweepings to be hauled to landfill
- iv. Wash out hopper at maintenance facility in designated clean out area to trap oil, grease and other contaminants
- v. Use drip pans or other containment to avoid waste effluent leaking from dump bed
- vi. Remove Transfer truck to municipal staging area as soon as practical

### d. Storage of Sweeping Debris:

- i. Store debris solids on designated impervious surface that is protected to prevent runoff.
- ii. Removed stored debris solids to Frey Landfill weekly during sweeping.
- iii. Allow liquid to evaporate

### e. Reuse of Sweeping debris:

- i. Per PADEP
  1. Disposal/Reuse of Street-Sweeping Debris and Antiskid
  2. Street sweepings consist of antiskid (cinders, coal (bottom) ash, rock, and sand), salt, leaves, plastic, broken glass, small pieces of metal, litter and debris. Sweepings are removed from streets, parking lots and sidewalks to improve the appearance and safety of public roadways and prevent pollution of local waterways.  
Municipalities are able to reuse antiskid provided that it is screened to separate all non-reusable debris, such as silt, trash, litter, leaves, etc., from the reusable antiskid material and visually checked for contaminants, staining or odors. If the visual

examination shows no staining, odors or other evidence of contaminants, the antiskid may be managed as clean fill and used in an unrestricted manner, including the following:

- a. Reuse as antiskid.
- b. Remixed with new salt mixture for winter application to roads.
- c. As the sub-grade beneath a paved municipal road or parking lot.
- d. For filling potholes.
- e. As shoulder repair material along roads within the municipally or privately owned public right of-way.
- f. Other fill.

If the visual examination shows staining, odors or other evidence of contaminants, the antiskid material must be tested to determine if it qualifies as clean fill. Testing must be performed in accordance with Appendix A of the Management of Fill policy (Document No. 258-2182-773). If testing reveals that the antiskid material contains regulated substances at concentrations that exceed the limits in Tables FP-1a and 1b, the material may be managed as regulated fill, provided the person proposing to use the material obtains authorization under Waste Management General Permit WMGR096. Otherwise, the material must be disposed of at a permitted landfill.



All non-reusable debris that has been removed from the antiskid, as well as catch-basin material, must be disposed of at a landfill. For additional information, please contact the Bureau of Waste Management, Division of Municipal and Residual Waste, at 717-787-7381.

From: [Street Sweepings final Rev 081915.pdf \(state.pa.us\)](#) as of 7/17/2022

- f. Sweeping Record Keeping:
  - i. All Sweeping activity is recorded in pub works activity records.
  - ii. Sweeping debris hauled to landfill including volume and dates is stored in Pub Works Purchase Records
  - iii. Records regarding personnel trained to operate sweepers or haul sweeping are maintained in the Public Works MS4 training records and stored in Pub Works activity records.
- g. Leaf Collection:
  - i. October thru December Lancaster Township contracts for collection of leaves from shoulders of roads.
  - ii. All removed leaves are hauled to Manor Township's leaf collection and processing facility for conversion to mulch products.
  - iii. All streets are swept throughout the Township when leaf collection ends and prior to the onset of accumulating snow/ice.

### 3. TRAINING

- a. This SOP will be incorporated into annual training for applicable employees in accordance with the Township's MS4 Program Plans that involve street sweeping, sweeper maintenance and leaf collection. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports



	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and ensure vehicle and equipment maintenance operations plans are in place.	
<b>PWD trained / SOP Implemented: January 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Nutrients Heavy Metals Toxic Materials Organics Oil & Grease
<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.		
<b>RATIONALE:</b> Preventative and repair maintenance of municipal vehicles and equipment is desirable and necessary. Vehicle and equipment maintenance represents a potential source of stormwater pollution. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on a variety of ways by which vehicle and equipment maintenance operations can be performed in a facility and manner in which pollution prevention is a priority. The Lancaster Township Public Works Department will implement the following vehicle and equipment maintenance procedures to help reduce the discharge of pollutants.		
<b>1. RESPONSIBLE PARTIES:</b> <ul style="list-style-type: none"><li>a. Public Works Staff. Public works engages in multiple activities that involve vehicle and equipment maintenance and repair fueling and fuel and waste oil handling.</li><li>b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with vehicle and equipment maintenance operations.</li><li>c. Other SOP's and Documents. In addition to this SOP, the following documents are to be incorporated by reference and must be consulted.<ul style="list-style-type: none"><li>i. SOP 1300 Spill Containment and Cleanup</li><li>ii. SOP 1120 Vehicle and Equipment Fueling</li><li>iii. SOP 1210 Pavement Washing and Paved Area Maintenance</li><li>iv. SOP 1410 Dumpster and Receptacle Management</li><li>v. SOP 1330 Street Sweeper Operation Prep and Post Operation</li><li>vi. SOP 1040 Building and Utility Systems</li></ul></li></ul>		
<b>2. PROCEDURES:</b> <ul style="list-style-type: none"><li>a. Vehicle Storage<ul style="list-style-type: none"><li>i. Monitor vehicles and equipment for leaks and use absorbent pads or drip pans as needed until repairs can be performed.</li><li>ii. When drip pans are used, avoid overtopping.</li></ul></li></ul>		

- iii. Drain fluids from leaking or accident affected vehicles and parts as soon as possible.
  - iv. Dispose of fluids properly. (Antifreeze is recycled and reused; used oil goes to the waste oil holding tank prior to removal to DEP-approved facility)
  - v. Store and park vehicles on impervious surfaces and/or under cover or indoors whenever possible.
- b. Vehicle Maintenance
  - i. Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
  - ii. Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
  - iii. Recycle or dispose of waste properly and promptly.
  - iv. Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.
- c. Body Repair and Painting
  - i. Body repairs and painting are done in a certified body shop, not on municipal property.
- d. Fueling/Re-fueling
  - i. See SOP 1120 Vehicle and Equipment Fueling
- e. Vehicle and Equipment Washing
  - i. Vehicle washing can result in the discharge of nutrients, sediment, petroleum products, and other contaminants to a surface water body or to a stormwater system. The MS4 Permit does not authorize the discharge of municipal vehicle washing byproducts into the MS4.
- f. Vehicle Wash Bay
  - i. Wash Vehicles and Equipment in designated wash bay inside maintenance facility.
  - ii. Avoid discharge of any wash water directly to the storm drainage system or surface water (e.g., stream, pond, or drainage swale)
  - iii. Make sure that all wash water drains to the oil water separator system prior to release to the sanitary sewer system.
  - iv. Minimize the use of water to the extent practicable.
  - v. Use biodegradable, phosphate free detergents and cleaning agents.
  - vi. Do not use solvents except in dedicated solvent parts washer systems or in areas not connected to a sanitary sewer.
  - vii. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities.
  - viii. Floor drains in the Lancaster Township Maintenance Facility do not discharge to adjacent surface water bodies rather they discharge to the oil water separator then the sanitary system.
  - ix. Designated separate areas for routine maintenance and vehicle cleaning exist. This helps prevent contamination of wash water by motor oils, hydraulic lubricants, greases, or other chemicals.
  - x. Dry cleanup methods are recommended within garage facilities. Avoid washing down floors and work areas with water.
  - xi. Take all tagged and eligible vehicles to the approved commercial environmentally regulated wash facility.

- xii. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP: SOP#1300 Spill Response and Cleanup.
- g. Heavy Equipment Washing Procedures
  - i. Mud and heavy debris removal should occur on impervious surfaces or within a retention area.
  - ii. Maintain these areas with frequent mechanical removal and proper disposal of waste.
  - iii. Floor drains should be connected to a sanitary sewer or tight tank.
  - iv. Floor drains discharging to adjacent surface waterbodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
  - v. Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
  - vi. The use of detergents should be limited in areas where oil/water separators provide pre-treatment of drainage.
  - vii. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities.
- h. Engine and Steam Washing Procedures
  - i. Engine and Steam cleaning should only occur as a necessary maintenance activity if there is a significant oil leak
  - ii. Do not wash parts outdoors.
  - iii. Maintain drip pans and smaller containers to contain motor oils, hydraulic lubricants, greases, etc. and to capture and collect spills or noticeable leaks observed during washing activities, to the extent practicable.
  - iv. Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
  - v. Avoid cleaning with solvents except in dedicated solvent parts washer systems.
  - vi. Recycle clean solutions and rinse water to the extent practicable.
  - vii. Wash water should discharge to a tight tank or a sanitary sewer via an oil/water separator. Detergent use should be limited in areas where oil/water separators provide pre-treatment of drainage.

### 3. TRAINING:

- a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.



	Permitees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and train on Dumpster and Receptacle Management and ensure the plan is in place.	
<b>PWD trained / SOP Implemented: January 2024</b> <b>Approved by Township Board of Supervisors: November 2023</b> <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Sediment Nutrients Heavy Metals Toxic Materials Organics Oil & Grease Floatables
<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.		
<b>RATIONALE:</b> Waste collections programs if managed improperly can be the source of the pollutants they are intended to collect. Provide environmentally sound waste collection system, policy and equipment, for waste management. Provide minimum regulation for contracted waste management services.		
<b>1. RESPONSIBLE PARTIES:</b> a. Public Works Staff. Public works engages in multiple activities that require use and management of waste, dumpster and receptacle operations and storage. b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with Dumpster and Receptacle Management operations. c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted. i. SOP 1300 Spill Containment and Cleanup ii. SOP 1060 Exposed Storage		
<b>2. PROCEDURES:</b> a. WASTE COLLECTION SYSTEM (EXPOSED UNITS): i. Lancaster Township has 5 main classes of waste management containers. 1. 6yd dumpsters with lids 2. 12yd dumpsters with lids 3. 55 Gallon Receptacles with lids 4. 55 Gallon Receptacles with no lids 5. 35 Gallon Park Containers with removable liners b. Lancaster Township Dumpsters have lids and the maintenance trash receptacles have lids to protect against rain and wind. These receptacles are placed where a sufficient vegetative barrier (5' or greater) stands between the receptacle, and storm drain inlets. Where practical		

receptacles with lids should also be placed where a significant vegetative barrier exist to add additional protection.

- i. Receptacles prone to the effects of wind are secured from tipping.
- ii. Lancaster Township waste management contractors must also follow this SOP or approved company SOP. Any such alternate SOPs will be made a part of this SOP.
- c. WASTE DISPOSAL RESTRICTIONS FOR ALL WASTE SCHEDULED FOR LCSWMA (Lancaster County Solid Waste Management Authority):
  - i. Review SDS/MSDS for disposal requirements. Review LCSWMA Landfill regulations for additional restrictions and understand the prohibited hazardous waste. Generally, this is:
    - 1. Liquid:
    - 2. paint
    - 3. pesticides/fertilizers
    - 4. oil (all types)
    - 5. antifreeze
    - 6. batteries
    - 7. liquid chemicals
  - ii. All the above hazardous waste can be disposed in dumpsters, if the liquid is contained in sorbent material, e.g., loose sorbents, pads, booms etc., and dried such that it will not drip. This is intended for spill cleanup but not for wholesale disposal of out dated or spent liquid hazardous waste. When disposal of out dated or spent liquid is needed contact LCSWMA at (717) 397-9968. Email [info@lcswma.org](mailto:info@lcswma.org) visit the website at [www.lcswma.org](http://www.lcswma.org)
- d. SOLIDS:
  - i. Ink Jet Cartridges.
  - ii. Tires
  - iii. Lookup and follow disposal procedures for disposal of waste at other EPA approved sites, LCSWMA is a good source.
- e. COLLECTION AND INSPECTION (DUMPSTERS AND RECEPTACLES):
  - i. Inspect the following areas at each collection cycle, per waste management inspection log (Appendix A).
  - ii. Generally, that is:
    - 1. Inspect for leaking or broken containers.
    - 2. Record trash levels.
    - 3. Record when lids are not closed and receptacles not strapped.
    - 4. Record when hazardous and improper waste is noticed. Handle hazardous and improper waste per item 2 of this SOP "WASTE DISPOSAL RESTRICTIONS FOR ALL WASTE SCHEDULED LCSWMA Transfer Station or Frey Farms Landfill" and per "Internal Spill Procedure SOP #1300."
    - 5. Close lids and secure light receptacles from tipping.
    - 6. Prevent liquids from draining from vehicle during transport.
- f. COLLECTION FREQUENCY (DUMPSTERS AND RECEPTACLES):
  - i. Dumpsters are picked up weekly
  - ii. Lid Receptacles are picked up weekly
  - iii. Special events are handled on a case basis but minimum at end of event.
  - iv. Increase pickup frequency as needed according to the waste management Inspection Log.xls
- g. Transporting (BMP options)
  - i. Ensure open containers are dry (following precipitation events)



- ii. Tarp Dumpsters filled with light or friable material
- h. DOCUMENTATION:
  - i. Record inspections in CSDATUM: Property Layer – Dumpster Asset – Use Waste Management Inspection Ver.1
  - ii. The locations of Lancaster Township dumpsters and trash receptacles are shown in CSDATUM Property Layer and on the Facilities Inventory Map
- 3. TRAINING:
  - a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township’s MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township’s MS4 annual reports.

	Permittees shall develop Standard Operating Procedures and related training component that have the ultimate goal of preventing or reducing pollutant runoff. Permittee shall develop and train on Woody Waste and Mulch Operations procedures Dumpster and Receptacle Management and ensure the SOP's are implemented.	
<b>PWD trained / SOP Implemented: March 2024</b>  <b>Approved by Township Board of Supervisors: November 2023</b>  <b>Written by Director of Public Works: September 2023</b>		<b>Targeted Pollutants:</b> Sediment Nutrients Heavy Metals Toxic Materials Organics Oil & Grease Floatables Trash
<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.		
<b>RATIONALE:</b> Woody Waste and Mulch operations if managed improperly can be the source of the pollutants. Provide environmentally sound woody waste (vegetative and landscape waste) drop off, collection, storage, decomposition and conversion to mulch operations.		
<b>1. RESPONSIBLE PARTIES:</b> a. Public Works Staff. Public works engages in multiple activities that requires maintenance of and management of woody waste and landscape waste including storage, conversion to mulch and distribution of mulch. b. Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with Woody Waste, landscape operations waste, grinding of woody waste and or conversion to mulch. c. Other SOP's and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted. i. SOP 1300 Spill Containment and Cleanup ii. SOP 1060 Exposed Storage iii. SOP 1180 Mowing Trimming and Landscape Maintenance		
<b>2. PROCEDURES:</b> a. <b>WOODY WASTE CHECK IN:</b> i. All vehicles entering the Woody Waste facility are checked for the following: 1. Resident Status 2. Verification of load materials ii. Direct drivers to safe drop off spot 1. Observe driver unloading ensuring only woody / vegetative materials are deposited		

- b. WOODY WASTE SITE PREPARATION
  - i. Check for inlet protection
  - ii. Make sure all booms or other containment BMPs are:
    - 1. Properly Placed
    - 2. Working Condition
  - iii. Ensure area is properly graded in order to avoid any sheet flow to water ways
  - iv. Daily post use, push back woody waste pile, inspect for any contaminates
- c. PREPARE FOR GRINDING
  - i. Check inlets and inspect inlet protection
  - ii. Inspect grinder and mobile equipment for any fluid leaks etc.
- d. GRINDING
  - i. Grind woody waste materials and place in windrows
  - ii. Set aside any foreign materials/ (non woody vegetative waste)
  - iii. Haul away and properly dispose of material not suitable for grinding
- e. Processing of Grindings.
  - i. Turn windrows every 2-4 Weeks
    - 1. Check for and remove any trash or non woody waste uncovered.
    - 2. Inspect any containment BMP's protecting windrows
- f. Loading of Mulch
  - i. Daily check Self-loading area for trash
  - ii. Load mulch into resident provided trailers, trucks in accordance with local tarp/cover regulations
  - iii. Bulk loading of mulch (hailed away by contractor)
- g. DOCUMENTATION:
  - i. Record number of resident visitors daily
  - ii. Record any commercial hauler activity (out hauling only)
  - iii. Record amount of material ground/deposited
- 3. TRAINING:
  - a. This SOP will be incorporated into annual training for applicable employees and other responsible parties in accordance with the Township's MS4 Program Plans. Documentation of the training, including sign-in sheets and materials used, will be included in the Township's MS4 annual reports.