

# Standard Operating Procedures

*Town of LeRay  
Highway Department*

## Sweeping Streets and Parking Lots

Issue Date:

**9/19/2024**

Approved by: **Daniel Young , Highway Superintendent**

### Purpose of SOPs:

Procedures for the operation and maintenance of street sweepers, frequency of sweeping, disposal of debris, and recordkeeping to prevent pollution from entering the stormwater sewer systems.

### MS4 General Permit Requirement Summary:

- a) All roads, bridges, parking lots, and right of ways must be swept and/or cleaned once every five (5) years in the spring (following winter activities such as sanding). This requirement is not applicable to:
- i) Uncurbed roads with no catch basins;
  - ii) High-speed limited access highways; or
  - iii) Roads defined as interstates, freeways and expressways, or arterials by the United States Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013.
- b) Annually, from April 1 through October 31, roads in business and commercial areas must be swept. This requirement is not applicable to:
- i) Uncurbed roads with no catch basins;
  - ii) High-speed limited access highways; or
  - iii) Roads defined as interstates, freeways and expressways, or arterials by the USDOT 2013.

### Equipment Inventory:

The following is a list of street sweeping equipment:

Equipment Number	Make	Description	Sweeper Speed (or other notes)
Rental	Tenco	Vac Truck Sweeper	4 mph
116	Cat-skid Steer	Pickup Broom	2 mph
108	Cat-loader	Broom	2 mph
137	Case-tractor	Broom	2 mph
131	International	Small Dump	

## Operations

1. Operate all sweepers and equipment according to the manufacturer's recommended settings, standards, and procedures.
2. While sweeping, drive between the optimal sweeping speed limits, as recorded in the equipment list above.
3. Sweeping will not take place during rain or snow.
4. If spills occur or illegal discharges are seen, report to **the Storm Water Management Officer or their designee.**

## Maintenance

1. Sweepers will be checked for leaks **frequently**. Immediately contain and properly clean up any spills.
2. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occur weekly, **to the extent practical**.
3. Parts are replaced as needed. Brushes are replaced when bristle length is less than **6-7 inches**.
4. Equipment is washed at **the Highway Department**.
5. The left-over debris is scraped out from the hopper after daily debris dumps.

## Schedule

1. Street sweeping will primarily take place between the months of April and November.
2. All streets with gutters, curbing and/or catch basins shall be swept a minimum of once per year in the spring (following winter activities such as sanding).
3. Priority roads and parking lots are identified on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired or TMDL waters or other relevant factors. These roads and parking lots are listed below and will be swept more frequently as indicated in the table.

Priority Road/ Parking Lot Name (or Category)	Frequency of Sweeping
<b>Patriot Place</b> <b>Independence Way</b> <b>Woodcliff</b>	<b>at least 1x per year</b>

LeRay Heights  
Johnson Drive  
Virginia Smith Drive  
Twin Oaks  
Duffy Road  
Patricia Drive  
Riverbend  
River Glade  
Colonial Manor  
Crysler Drive  
Putney Road  
Cole Road  
Sanford Corners Road  
Gonseth Road  
Stalder Road  
North Star Road  
Valentine Drive  
Holbrook Road  
Rose Lane  
Herick Drive  
Eagle Ridge  
Kestrel Drive  
Town Office parking lot  
Town Barn parking lot  
Transfer Site

Town and Country Bridges  
Call Road Bridge  
Elm Ridge Bridge  
Keyser Road Bridge  
Lashaw Road Bridge  
Anstead Road Bridge

The list of priority roads and parking lots will be reassessed every 5 years.

4. The sweeping schedule is assessed **twice per year** and updated as necessary.
5. A map of **town** roads and parking lots is located at **the Highway Department**.
6. **Events/activities that require special sweeping are after major storm events.**

### **Storage and Disposal**

1. **Temporary storage of solid sweeping debris is on an impervious surface that is protected from runoff. The storage location(s) is the Highway Department.**
2. **Solid sweeping debris is brought to available landfills as capping material where suitable for permanent disposal. Debris is permanently disposed of twice per year.**
3. **Liquid content evaporates; is not decanted.**
4. **Weighing process: The amount of solid sweeping debris will be weighed by the contractor that transfers the material to landfill twice per year.**

## Training

1. Employees are trained **once per year** on this procedure and the proper operation of equipment. Employees are also trained on stormwater pollution prevention, spill and response, and illicit discharge detection and elimination procedures.

## Record Keeping

1. Records are kept by **Highway Department**, accessible **electronically**.
2. The locations of solid debris removal and number of miles swept are recorded during each sweeping.
3. A list of employees implementing the SOPs and the completion of their training(s) can be found in the Jefferson County Storm Water Coalition's SWMP, both electronically on the coalition's website or in-person at **the Town Offices**

## Revising the SOPs

1. These procedures are reviewed once per year and updated as needed.