

# Standard Operating Procedures

*Town/ Village Name*  
*Department of Public Works*

## Sweeping Streets and Parking Lots

Issue Date:

8/??/2024

Approved by:

Name, Title

### 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)
238	Tymco	Street Sweeper	5-10 MPH
426	Bobcat	Skid Loader with Broom	5-10 MPH

## 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 Board of Health**.

## Maintenance

1. Sweepers will be checked for leaks **daily**. 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 **two times per week**.
3. Parts are replaced as needed. Brushes are replaced when bristle length is less than **6-7 inches**.
4. Equipment is washed at **the DPW facility located at Beaver Road to trap grease, oils and sediment**.
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). **Streets are swept according to the street list and schedule located at the DPW facility located at Beaver Road.**
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
Buffalo Road (NYS Route 33) Union Street (NYS Route 259) Chili Avenue (NYS Route 33A)	>3 times per year

Beaver Road (NYS Route 252)  
 Scottsville-Chili Road (NYS Route 386)  
 Scottsville Road (NYS Route 383)  
 Paul Road (NYS Route 252A)  
 Paul Road (County Route 168) (6.99 miles)  
 Attridge Road (County Route 194) (0.88 miles)  
 Beahan Road (County Route 164) (1.47 miles)  
 Chestnut Ridge Road (County Route 121) (3.25 miles)  
 Chili Center Coldwater Road (County Route 256) (1.29 miles)  
 Chili-Riga Townline Road (County Route 190) (0.64 miles)  
 Clifton Road (County Route 135) (0.27 miles)  
 Davis Road (County Route 131) (0.96 miles)  
 King Road (County Route 123) (1.16 miles)  
 Morgan Road (County Route 133) (4.92 miles)  
 Pixley Road (County Route 160) (0.22 miles)  
 Stottle Road (County Route 172) (2.83 miles)  
 Union Street (County Route 170) (3.84 miles)  
 Wheatland Center Road (County Route 174) (1.42 miles)  
 Wickens (Wickins) Road (County Route 137) (0.87 miles)

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, Beaver Road**.
6. **Events/activities that require special sweeping are after major storm events or events at Community Center or Town Hall.**

### **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 Public Works Facility at 200 Beaver Road.**
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. The number of curb miles swept annually is **more than 200 miles**.
4. 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 **\_\_Where your SWMP will be stored\_\_**.

## Revising the SOPs

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