

Standard Operating Procedures

Town of Watertown
Highway Department

Issue Date:

03/13/2026

Sweeping Streets and Parking Lots

Approved by:

Ted Clement

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 designed 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 or 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)
2022	John Deere	Sweeper tractor	5-10MPH
2017	Bobcat	Skid loader with broom	5-10MPH

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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 Brookside Drive 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 22851 Brookside DR.
3. Priority roads and parking lots are identified based on 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 on the table.

Priority Road/ Parking Lot Name (or Category)	Frequency of Sweeping
Parking lot at the town barn	>3 times per year

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<p>Arbor DR (0.11 miles)</p> <p>Birch Lane (0.28 miles)</p> <p>Cagwin (0.96 miles)</p> <p>Crane Lane, dead end (0.19 miles)</p> <p>Deer Run (0.73 miles)</p> <p>East Gotham (1.68 miles)</p> <p>Fox Ridge (0.28 miles)</p> <p>Gillette road (1.08 miles)</p> <p>Hadcock (0.88 miles)</p> <p>Heines road (0.48 miles)</p> <p>Hickory Lane (0.31 miles)</p> <p>Hillside DR (0.27 miles)</p> <p>Hunt Street (0.30 miles)</p> <p>Lawton Hill (0.70 miles)</p> <p>Orchard DR (0.08 miles)</p> <p>Pheasant Run (0.43 miles)</p> <p>Shepard Street (0.25 miles)</p> <p>Sunset Ridge (0.43 miles)</p> <p>Tall Timber Trail (0.12 miles)</p>	<p>Van Allen Road (0.21 miles)</p> <p>Weaver Road (0.91 miles)</p> <p>Westminister Street (0.05 miles)</p> <p>Woodruff Settlement (0.50 miles)</p>
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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 2281 Brookside DR.
6. Events/activities that require special sweeping are after major storm events or events at CR 155 Dryhill road and Lawton Hill road.

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 dumping station on Brookside DR.
2. Solid sweeping debris is brought to available landfills as capping material 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.

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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 10.74 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 22867 Brookside DR where your SWMP will be stored.

Revising the SOPs

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

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