



Your Actions Prevent Stormwater Pollution!

Standard Operating Procedures for Water Quality Protection

Vehicle Maintenance SOP

Why

Standard Operating Procedures (SOPs) have been prepared for all activities conducted as part of the City's Municipal Operations functions that have the potential to impact 'waters of the state.

One of the primary goals of these SOPs is to **provide time-tested, generally accepted routine procedures that minimize the potential for release of pollutants from the site during the performance of municipal operations activities.**

What

This **Vehicle Maintenance SOP** provides operational best management practices (BMPs) developed to control pollutant discharges by promoting regular maintenance of City-contracted vehicles and equipment, as well as appropriate activities within the maintenance shop and bays. Several operational components of vehicle maintenance activities have the potential for polluting receiving waters, including storage while waiting for repair (leaks); parts cleaning (spills), storage of maintenance fluids used in repairs and routine maintenance (leaks & spills); and the maintenance facility itself (poor good housekeeping practices). These procedures are critical steps that must be included during all maintenance activities, pre-repair storage and post-storage of vehicles to be maintained.



Who

City employees or City-contracted personnel who perform maintenance on City vehicles and equipment.

Where

The County's Road & Bridge Peoria Street facility, specifically the maintenance bays and corresponding storage areas.

DO

General Vehicle Maintenance Activities

- Keep all work areas neat & well organized. Sweep up all trash & debris daily or as needed. Label containers, sign procedures, and designate work areas.
- Conduct daily inspections to ensure that equipment & materials are being handled, disposed and stored correctly. Recycle or dispose of all wastes properly and promptly.
- Have spill cleanup materials nearby. Clean up spills promptly, with DRY methods; cleanup is completed ONLY after absorbent disposed properly and rags disposed of properly or sent to industrial laundry.
- Keep wastes separated to increase waste recycling/disposal options and reduce costs.
- Conduct maintenance and repair activities indoors or under cover whenever possible to minimize exposure of fluids to stormwater runoff.
- Park vehicles to be maintained in the designated areas. Monitor parked vehicles closely for leaks; use drip pan as needed.
- Drain fluids from leaking or wrecked vehicles, and from motor parts, as soon as possible and dispose of fluids properly.

DO NOT

- DO NOT** let waste accumulate at or around the work place; more clutter equals more accident opportunities.
- DO NOT** transfer, pour or dispose of maintenance fluids outdoors near or in storm drains or ditches.
- DO NOT** wash or hose down the garage area except where the wash water will only enter the sanitary sewer drain as an approved discharge; use dry clean-up methods as often as possible.
- DO NOT** repair equipment or vehicles outside; use a covered, designated area for such repairs.
- DO NOT** leave a leaking vehicle unattended; use a drip pan temporarily and then drain fluids if not being repaired and waiting for final disposition.
- DO NOT** mix waste oil, fuel, antifreeze or chlorinated solvents. Consult a hazardous waste hauler.