



# Your Actions Prevent Stormwater Pollution!

## Standard Operating Procedures for Water Quality Protection

# Parking Lot Sweeping & Repair SOP

### Why

**Standard Operating Procedures (SOPs)** have been prepared for all activities conducted as part of the City Municipal Operations 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 a site during the performance of municipal operations activities.**



### What

This **Parking Lot Sweeping and Repair SOP** provides operational best management practices (BMPs) developed to control pollutant discharges by promoting efficient pickup of fine-grained sediment particles on **parking lots, and other large outdoor paved surfaces** that carry a substantial portion of the pollutant load, as well as managing repair materials used to conduct routine pothole repair. In addition, because the operation and maintenance of street sweepers used to sweep parking lots can contribute to the problem if not handled properly, procedures for resultant sweeping debris and refuse must be managed appropriately. Please also use the **Street Sweeping SOP** for proper procedures. These procedures are critical steps that must be included in every trip out to sweep parking lots, maintain the parking lots, or similar, in conjunction with the **Street Sweeping SOP**.

### Who Where

**Who**  
All City employee and City-contracted personnel who operate street sweeping equipment, pothole patching and asphalt overlay equipment.

**Where**  
Parking lots and other large outdoor paved surfaces within the City and other City-contracted areas.

## DO

- Operate all sweeper equipment according to manufacturer's settings and standards; perform regular maintenance of sweepers per schedule or as needed.
- Follow sweeping schedule established for that facility's parking lot area. Note areas that are prone to additional sediment and debris buildup and add to schedule.
- Conduct additional inspections after large storm event, after snow piles melt, after a special event held in the parking lot or similar, and after temporary storage of materials; make note of a lot that has consistently higher content of debris & report.
- If parking lot has outfall or storm drain, protect this feature when materials are stored in parking lot or if snow is brought to parking lot for long-term melting; place snow piles away from these inlets so debris is not carried away with resulting melt.
- Make note of excessive litter and suggest putting a garbage receptacle at the site.
- If unusual sweeper debris is noted, bring to attention of supervisor for testing.
- Use **Material Handling & Storage**, and **Spill Prevention and Control SOPs** for repair (patching and pothole repairs) activities to make sure no adverse affects from repair activities. Make sure repair equipment does not contribute oil, diesel, or transmission fluid leaks to lot area and follow instructions on SOPs for clean up.

## DO NOT

- DO NOT** ignore any leak or drips from sweeper equipment; put in a repair ticket and utilize a drip pan during temporary storage of vehicle.
- DO NOT** make any repairs to sweeper equipment or vehicles in the parking lot; use a covered, designated area for such repairs.
- DO NOT** wash down the parking lot with the exception of a very fine water spray for dust control.
- DO NOT** empty sweeper hoppers wastes near storm drains or detention ponds or drainageways where rain event could mobilize sweeper wastes.
- DO NOT** bring excess repair materials to the parking lot and use up what is brought. Never leave repair materials stored without proper storing techniques (see **Materials Storage SOP**).
- DO NOT** hose down left over materials after repair activities; use dry clean-up methods and sweep up excess material and properly dispose.