

SOP 16: Streets and Parking Lots

Introduction

Regular sweeping of streets and municipally-owned parking lots is important for maintaining clean and safe roadways. It also plays a vital role in keeping pollutants like sand, trash, and leaves out of the MS4. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on street and parking lot sweeping procedures and frequencies to reduce the discharge of pollutants to the storm drainage system and receiving waters. If sweeping services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

Streets and municipally-owned parking lots are swept ###SUMMARY OF CURRENT SWEEPING PRACTICES.

Instructions: Briefly describe the municipality's current street and parking lot sweeping practices (i.e., frequency, time of year, equipment). Specify whether the municipality uses its own equipment and staff or if work is contracted out.

Procedures

The ##MUNICIPALITY will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

Sweeping Frequency

- All streets should be swept and/or cleaned a minimum of once per year in the spring (with the exception of rural uncurbed roads with no catch basins or high speed limited access highways).
- Sweep as soon as possible after snow melt and following winter activities such as sanding to capture sand and debris before it is washed into the storm drainage system.
- Consider more frequent sweeping for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors.

Instructions: Review all information the municipality has on its street sweeping, including sweeping records or employee knowledge related to trends/patterns in the frequency of street sweeping. Identify areas where there are high amounts of debris accumulation (e.g., where large amounts of sand are used in winter, downward-sloping areas where debris and sand may accumulate, streets with considerable leaf fall, or high-traffic areas). Based on this information, identify streets and parking lots that may need more frequent street sweeping. After these streets and parking lots have been identified, create an initial schedule ("targeted sweeping plan") for the prioritized sweeping of streets and parking lots with high levels of accumulation. Also identify roads with no catch basins or limited access highways. This information and the targeted sweeping plan should be included in the municipality's annual report and incorporated into the bullet point below.

- For rural uncurbed roadways with no catch basins and limited access highways, the ##MUNICIPALITY will either meet the minimum frequencies above, or develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies within two (2) years of the effective date of the MS4 Permit, and submit such plan with its year one annual report.

Instructions: Check the municipality's Stormwater Management Plan (SWMP) to determine if the municipality discharges into impaired waters where nitrogen, or phosphorus are the source of impairment or to waters with nitrogen or phosphorus Total Maximum Daily Loads (TMDLs) (including the Assabet River phosphorus TMDL and Cape Cod nitrogen TMDL). If yes, then include the applicable bullet points below. List the applicable impaired waterbodies/catchments. The municipality should also determine which streets and parking lots that will be targeted under these guidelines.

- In accordance with ##TMDL/IMPAIRED WATER requirements, the ##MUNICIPALITY will conduct more frequent sweeping for municipally-owned streets and parking lots. Sweeping will be performed in these areas a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept. 1 – Dec. 1; following leaf fall) to reduce runoff to ##IMPAIRED CATCHMENTS/WATERBODIES. The following streets and parking lots will be targeted: ##TARGETED STREETS/PARKING LOTS.

Instructions: Check the municipality's SWMP to determine if the municipality discharges into waters with metals TMDLs. If yes, then include the bullet points below. List the applicable impaired waterbodies/catchments. The municipality should also determine which streets and parking lots will be targeted under these guidelines.

- In accordance with ##TMDL/IMPAIRED WATER requirements, the ##MUNICIPALITY will increase street sweeping frequency in commercial areas, high density residential areas, or drainage areas with a large amount of impervious area. The following streets will be targeted to reduce runoff to ##IMPAIRED WATERBODIES OR CATCHMENTS: ##TARGETED STREETS/PARKING LOTS.
- The ##MUNICIPALITY's annual report will include the sweeping schedule developed above to target areas with high pollutant loads.

Instructions: Check the municipality's SWMP to determine if the municipality discharges into impaired waters where hydrocarbons (solids, oil, and grease) are the cause of impairment. If yes, include the bullet point below. List the applicable impaired waterbodies/catchments. The municipality should also determine which streets and parking lots will be targeted under these guidelines.

- In accordance with ##TMDL/IMPAIRED WATER requirements, the ##MUNICIPALITY will develop a schedule for increased street sweeping frequency to reduce pollutant discharges from areas with high pollutant loads. The following streets and parking lots will be targeted to reduce runoff to ##IMPAIRED WATERBODIES/CATCHMENTS: ##TARGETED STREETS/PARKING LOTS.

- The ##MUNICIPALITY'S annual report will include the street sweeping schedule developed above to target areas with high pollutant loads.

Sweeping Practices

- Street sweeping should be conducted in dry weather. Sweeping should not be conducted during or immediately after rain storms.
- Dry cleaning methods should be used whenever possible, with the exception of very fine water spray for dust control. Avoid wet cleaning or flushing of the pavement.
- When necessary, enact parking bans to facilitate sweeping on busy streets.
- Sweep in a manner that avoids depositing debris into storm drains.
- Sweeping equipment (mechanical, regenerative air, vacuum filter, tandem sweeping) should be selected depending on the level of debris. Brush alignment, sweeper speed, rotation rate, and sweeping pattern should be set to optimal levels to manage debris.
- Routinely inspect and perform maintenance on sweeping equipment to reduce the potential for leaks. See SOP 21: Operations and Maintenance of Municipal Vehicles and Equipment for more information.

Sweepings Reuse and Disposal

- The reuse of sweepings is recommended by MassDEP. If street sweepings are reused (e.g., as anti-skid material or fill in parking lots), they should be properly filtered to remove solid waste, such as paper or trash, in accordance with their intended reuse. All reuse and/or disposal of street sweepings will be managed in accordance with current MassDEP policies and regulations.
- Sweepings intended for reuse can be stored for up to one year in approved temporary storage areas. Storage areas should be protected to prevent erosion and runoff and should be located away from wetland resource areas and buffer zones, surface water, or groundwater.
- Sweepings are classified as solid waste. If not reused, they should be disposed of at solid waste disposal sites.
- For additional information on approved reuses of sweepings and storage/disposal policies, refer to MassDEP policy #BAW-18-001: Reuse and Disposal of Street Sweeping (<https://www.mass.gov/files/documents/2018/05/14/street-sweepings.pdf>).
- The ##MUNICIPALITY will store sweepings intended for reuse at ##LOCATION OF STORAGE in accordance with MS4 regulations. Street sweepings will be disposed of at ##DISPOSAL FACILITY/DISPOSAL METHOD.

Documentation and Reporting

The following information should be documented and included in each annual report:

- Number of miles cleaned or the volume or mass of material removed (refer to the sweeping log in the attachments).

Employee Training

- Employees who perform street and parking lot sweeping are trained ##NUMBER times per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.

- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Street and Parking Lot Sweeping Log

Related Standard Operating Procedures

1. SOP 21: Operations and Maintenance of Municipal Vehicles and Equipment

Street Sweeping Log
##MUNICIPALITY, Massachusetts

Date	Operator	Weather Conditions	Streets/Parking Lots Swept	Number of Miles Swept	Volume/Mass of Material Removed	Corrective Action Taken/Recommended