

Fairfax County 2023 MS4 Program Plan and Annual Report

Appendix P5

Roadways SOP's - Street Sweeping

VSMP Permit Number VA0088587
9-29-2023



Department of Public Works and Environmental Services
POLICIES AND PROCEDURES

Memorandum No.: MSMD18-11

SUBJECT: Parking Lot and Street Sweeping SOP

Effective: 3/27/2018

Revised: 6/18/2019

Approval:

I. Purpose

This standard operating procedure (SOP) is to be followed for sweeping operations on County maintained roadways, parking lots and other paved surfaces in order to minimize non-stormwater discharges into the Municipal Separate Storm Sewer System (MS4).

This SOP will satisfy the following MS4 permit section:

“IB2c: Roadways. Streets, roads, and parking lots maintained by the permittee shall continue to be operated and maintained in a manner to minimize discharge of pollutants, including those pollutants related to deicing or sanding activities.

- 1) No later than 12-months after the effective date of this state permit, the permittee shall develop and maintain an accurate list of permittee maintained roads, streets and parking lots that include the street name, the miles of roadway not treated by BMPs, and miles of roadway treated with BMPs*
- 2) No later than 36-months after the effective date of this state permit, the permittee shall develop and implement written protocols for permittee maintained road, street, and parking lot maintenance, equipment maintenance and material storage designed to minimize pollutant discharge.*
- 3) Materials utilized for deicing and sanding activities shall remain covered from precipitation until application.*
- 4) The permittee shall not apply any deicing agent containing urea or other forms of nitrogen or phosphorous to parking lots, roadways, and sidewalks or other paved surfaces.”*

II. Responsible Parties

1. *Maintenance and Stormwater Management Division (MSMD)* – utilizes a contractor to provide street sweeping for some County facilities and roadways (other than parks and landfills). A list of these locations is maintained by MSMD, and includes facilities such as libraries, police and fire stations, schools and County government centers.
2. *Fairfax County Public Schools (FCPS)* – utilizes the County’s sweeping contract to provide street sweeping for FCPS sites. FCPS provides all coordination and invoice approval of sweeping at their sites. A list of these locations is maintained by FCPS.

3. *Fairfax County Park Authority (FCPA)* – provides in-house street sweeping services for County park facilities. The Park Operations Division (POD) is divided into six (6) maintenance areas throughout the County and a mobile crew that provides backup on a County wide basis. Each maintenance area is assigned specific sites to sweep as needed throughout the year. A list of sites for each maintenance area is maintained by POD.
4. *Solid Waste Management Program (SWMP)* – provides in-house street sweeping at the I-95 Landfill Complex and the I-66 Transfer Station as well as the Government Center Complex and Public Safety and Transportation Operations Center. A list of these facilities is maintained by SWMP.
5. Additional County agencies, such as Wastewater Collections Division (WCD), Wastewater Treatment Division (WTD), and Housing provide in-house street sweeping for their facilities on an as needed basis. A list of these facilities is maintained by each responsible agency.
6. *Program Manager* – employed by the County leads the Roadways tactical team and oversees the daily activities of the County’s street sweeping operations, as well as manages the day to day operations of the County’s street sweeping contract. Coordinates with all responsible parties to manage and update the Parking Lot and Street Sweeping SOP.
7. *Contract Manager* – employed by the County; manages the contractual obligations of the County’s street sweeping contract and submits payments to the Contractor as approved by the Program Manager.
8. *Contractor* – provides street sweeping services at County and school facilities in order to fulfill the obligations of the County’s street sweeping contract.
9. *Supervisor* – employed by the contractor; supervises the street sweeping crew activities on a daily basis and is responsible for ensuring that the sweeping crews follow the appropriate safety guidelines.

III. Minimum Requirements

1. Sweeping operations, both contracted and in-house, shall comply with this SOP and all County safety policies and procedures.
2. The County agencies defined above under Responsible Parties and the sweeping contractor shall sweep and clean leaves, trash, sand, and other debris from parking lots on an as needed basis, to protect storm drain inlets or detention areas from debris.
3. Sweeping may occur after:
 - a. Winter season to remove sand and other pollutants;
 - b. Repair projects (e.g. construction) that involve operations that may leave waste or debris on parking lot or street surfaces;
 - c. Temporary storage of bulk materials such as mulch, dirt, or sand on parking lots or streets; and
 - d. As needed at the I-95 landfill and I-66 transfer stations.

4. Construction project sweeping shall occur as required by the Virginia Stormwater Management Program VAR10 General Permit for Discharges of Stormwater from Construction Activities.
5. If County staff or the sweeping contractor encounters any potentially hazardous material they shall coordinate with the Fairfax County Fire and Rescue Department, Fire and Hazardous Materials Investigative Services (FHMIS) Section, to ensure proper testing, cleanup and disposal. Any spills or leaks of potentially hazardous materials from County or contractor equipment shall be addressed following the steps outlined in the Spill Prevention and Response Procedures or a Fairfax County Fire and Rescue approved site specific cleanup plan.

IV. Sweeping Equipment

1. Equipment will conform to the current standards established by OSHA and IOSHA for noise and air pollution controls. These standards can be found at the following website: <https://www.osha.gov/law-regs.html>.
2. Each piece of equipment will be equipped with high-intensity flashing lights in accordance with Manual of Uniform Traffic Control Devices (State).
3. Sweepers can be vacuum regenerative, mechanical broom, or a combination of types.
4. Equipment should be capable of sweeping and picking up foreign extraneous material. This includes, but is not limited to: sand, loose aggregates, leaves, debris, trash and other accumulated materials attached or bonded to the paved surface.

V. Equipment Preparation

1. All sweeping equipment is to be thoroughly cleaned, serviced, and repaired according to manufacturer's guidelines to ensure proper functionality.
2. Inspect sweeping equipment for leaks and contain immediately. Leaking equipment shall be repaired before continued use.
 - a. Upon completion of a site, the driver will conduct a final walk around of the vehicle to ensure there are no leaks as well as drive around the facility to ensure no leaks occurred. If at any time a leak is spotted the driver shall immediately notify their supervisor and apply absorbent to the area. The supervisor shall follow the spill response procedures that are included in the Spill Prevention and Response Procedures or a Fairfax County Fire and Rescue approved site specific cleanup plan.
 - b. All street sweeping equipment (County owned and contracted) will be washed in a wash bay or area where wash water drains to the sanitary sewer. Wash stations where wash water is contained for proper disposal may also be utilized. The currently available wash areas for County equipment are located at the I-95 Landfill Complex and I-66 Transfer Station.

VI. Sweeping Operations

1. Each responsible party shall maintain an inventory of their respective sweeping sites.
2. A sweeping supervisor will be onsite during sweeping/cleaning operations. All workers must wear high visibility clothing and appropriate personal protective equipment, including but not limited to: eye protection, safety vest, safety shoes, hearing protection.
3. The sweeping supervisor shall document the amount of debris, in cubic yards, collected at each site.
4. Parking lots, streets and other paved surfaces shall be swept utilizing a sweeping/cleaning process to remove foreign matter from designated areas.
5. Sweeping/cleaning shall be conducted in a manner to protect storm drain inlets and detention areas from debris. If materials are accidentally deposited into storm drainage structures, the responsible party shall remove the materials immediately.
6. Water shall be used to suppress dust at all times.
7. Collected matter shall be disposed of at an approved dumping site. Any sweeper wastewater must be disposed of in the sanitary sewer.
8. Sweeping/cleaning equipment will be operated in the direction of traffic only and will not encroach more than necessary into the travel lanes. Sweepers are not to exceed 20 mph during sweeping operations.
9. Citizens shall be notified of sweeping activities on any road segment greater than 2500' through the placement of temporary signs along the affected areas 48 hours in advance.
10. The sweeping supervisor shall ensure that, in the event of a spill, the Spill Prevention and Response Procedure or a Fairfax County Fire and Rescue approved site specific spill plan is followed and that the site's manager and Spill Coordinator are notified. In the absence of a manager or Spill Coordinator, the Supervisor must ensure that all required individuals and organizations are notified as described in the Spill Prevention and Response Procedures. These include (but are not limited to) the Fairfax County Fire Marshal's Office. **Failure to report a release of gas, oil, antifreeze, hydraulic fluids, paint, or other hazardous material to the Fairfax County Fire Marshal's Office is a criminal offence (Class 1 misdemeanor).**

VII. Training Requirements

1. All new County employees involved in sweeping operations must participate in mandatory, job-specific training, which may include some or all of the following: agency-specific sweeping plan training, an overview of this Parking Lot and Street Sweeping SOP, administrative processes, hands-on overview of vehicle and equipment operation and maintenance.

VIII. Contracts/Contractors

1. All contracted work is to follow guidelines set forth in this SOP, which is intended to prevent stormwater pollution.
2. The Contract Manager and the Department of Procurement and Material Management ensure that the appropriate contracts are in place and also ensure all necessary documentation is in place to meet contractual obligations, water quality standards, and safety requirements.

IX. Record Keeping and Documentation

1. The Program Manager shall maintain a master list of swept locations (by address).
2. The Program Manager shall keep records of the amount of debris, in cubic yards, collected by street sweeping by County watershed and HUC, annually. Store these records in <J:\STW\Divisions & Branches\MSMD\Branches & Sections\Contracting\Sweeping>.
3. Each agency shall maintain copies of training records and provide to the Program Manager upon request.
4. Each agency, including the Department of Vehicle Services, shall maintain copies of manufacturer's recommendations for equipment calibration for all equipment it maintains.

Significant updates or changes to this SOP will be distributed to representatives from all applicable County agencies for approval. For any questions, please contact

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