



FACILITIES AND ACTIVITIES MASTER LIST

Standard Operating Procedures

I. Buildings

A. Municipal Bldg

Washing down the plaza – if cleaner, then green
Cooling Tower – discharge to sanitary sewer
Green Roof - mow, weed, minimal amount fertilizer

B. Service Bldg

Spills on asphalt – place absorbent material in capturing inlet, clean up spill
Oil separators – go to sanitary and only collect debris containment, wash bays
Down spout filters – clean yearly or after significant rainfall
Salt storage – keep under roof
Debris containment area – keep under roof, filter leachate dispose of properly

C. Parking Garages – (Pugh, Beaver, Fraser, McAllister)

Sweep garages – 4 x year
Wash down stair towers – goes into sanitary
Pressure wash dumpster areas – place absorbent material in capturing inlet
Wash down decks – place absorbent material in capturing inlet

D. Maintenance Garage

Used motor oil – recycle with approved DEP waste oil hauler.
Anti-freeze Cleaning materials for E3 and paint machine - recycled with DEP waste oil hauler
Parts cleaner fluid, collected and removed by Safety Clean company
Most equipment maintenance – conduct inside bays
If it must be outside – use spill kit for any mishaps
Washing – conduct inside washbays
Fueling – proper procedure, cleanup of spills, shut off, UST training with levels A, B, C

E. Municipal Parking Lots – (Beaver, Allen, Sparks, Municipal Building)

Sweep
Snow removal

F. Bellaire Court

Any exterior washing direct to grass area

II. Streets

A. Sweeping

- weed seeker 20 gal– automatic. Use when not raining. Licensed applicator oversees operation

Sweepings are held in debris containment for dewatering, then hauled to transfer station

Malfunction of street sweeper - spill kit on board

B. Patching

Malfunction of equipment – spill kit on board

AC-20 machine – remove excessive material that spills

E3 emulsion – remove excessive material that spills

Use when not raining

C. Curb Replacement

Malfunction of equipment – spill kit on board

Excavated materials – removed from site

Spillage of form oil, curing compound – use spill kit

Concrete – clean up any excess

Restoration – topsoil stabilized with seed & mulch. Steep grades – mesh

D. Line Painting

Clean excess paint & glass beads

Clean machine inside wash bay – goes to sanitary

Machine is stored inside when not used

Machine malfunction – spill kit on board

E. Leaf Collection

Machine malfunction – spill kit on board

Deposit at compost facility

F. Snow Removal

Machine malfunction – spill kit on board

Truck rental- educate haulers about illicit discharge

Borough-owned Sidewalks – do not use excessive amount of de-icing material

Machine malfunction – spill kit on board

G. Snow Plowing

Spill salt load – remove excessive from roadway

Brine – inspect tanks for leaks, etc.

Machine malfunction – spill kit on board

Anti-skid – excessive deposits sweep in spring or clean out of inlets

Follow National Salt Institute guidelines for salt rate application

H. **Crack Sealing**

- Machine malfunction - spill kit on board
- Spill of Product – clean up excess
- Store material inside

III. **Refuse**

- A. **Hauling to Transfer Station** – machine malfunction – spill kit on board
- B. **Pre- Post Trip inspections** – report leaking tailgate seals
- C. **Dumpster inspection/replacement**
 - Boro-owned – inspect and replace
 - Privately-owned – notify with certified letter to replace. Contact Health department if owner doesn't comply
- D. **Breakdown away from Station** – spill kit on board
- E. **Replacement of Residential Carts** – property owner notified of need to replace
- F. **Brush chipping** – clean up debris
- G. **Rolloffs for student move-in** – provide handout to contractor regarding leaking dumpster

IV. **Trees**

- A. **Spraying** – no over spray, store in facility, mix at sited, on vehicle max 5 gal -spill kit on board
- B. **Planting** – topsoil stabilized, clean up
- C. **Removals** – clean up all wood and sawdust
- D. **Pruning** – clean up all limbs, branches and bark
- E. **Stump grinding** – clean up excessive wood chips and sawdust, then topsoil and seed
- F. **Treatment injections.** – not prolonged time, monitoring, taped off
- G. **Weed control** at various locations – (see Buildings – Item I)

V. **Sanitary Facilities**

- A. Cleaning/inspection – machine malfunction
- B. Replacement
 - Machine malfunction
 - Erosion from trench – clean up, filter bag in closest inlet
- C. Sewage Backup Procedures
 - Clean up spill, disinfect area, contact DEP

VI. Stormwater Facilities

- A. **Wetlands**- Monthly Inspection, Pre & Post Storm Inspection, Cleaning as necessary
- B. **Reservoir**- Monthly Inspection, Pre & Post Storm Inspection, Cleaning as necessary
- C. **Inlets** – Cleaned once annually, Inspected as necessary
- D. **Sinkholes** – Cleaned once annually
- E. **Pipes** – Inspected and replaced as necessary
- F. **Stormceptors** – Cleaned twice annually
- G. **Outfalls** – Make repairs noted from inspections
- H. **Volunteers/Community Service** – CS utilized when available for cleaning, etc.
- I. **Debris Barge** – Cleaned 12 times annually, six by the Borough, and six by SPU
- J. **Above ground Detention Basin** – Inspected /cleaned as necessary minimum once annually
- k. **Underground detention systems**- Inspected/cleaned as necessary minimum once annually

VII. Parks

- A. **Maintenance** - Contract with Parks & Rec department for maintenance. Regional MS4 Partners to provide Good Housekeeping Training on yearly basis
- B. **Tree removal** – (see Trees – Item IV)
- C. **Paths** – inspect for areas of erosion. Repair as needed