



FACILITIES AND ACTIVITIES MASTER LIST Standard Operating Procedures

I. Buildings

A. Municipal Bldg

Washing down the plaza – if cleaner is used, then that cleaner must be 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 monthly 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, except for Beaver Parking Garage, which has a Storm Ceptor

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 at least annually
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 collected leaves 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** – inspect and replace
- F. **Brush chipping** – clean up debris

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 list of 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**