

Fairfax County 2019 MS4 Program Plan and Annual Report

Appendix P8

Roadways SOP's - Vehicle Maintenance

VSMP Permit Number VA0088587
9-30-2019



Department of Public Works and Environmental Services
POLICIES AND PROCEDURES

Memorandum No.:

MSMD-19-12

SUBJECT: Vehicle and Equipment Repair and Maintenance Procedure

Effective: 3/27/2018

Revised: 6/18/2019

Approval:

I. Purpose

These standard operating procedures (SOP) have been developed to establish consistent stormwater pollution prevention practices for use during vehicle/equipment repair and maintenance in order to reduce pollutants such as solvents, antifreeze, brake fluid, battery acid, motor oil, fuel, or grease from entering the storm sewer system and negatively impacting water quality.

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. Minimum Requirements

1. Designate a parking area for vehicle/equipment awaiting maintenance or repair.
 - a. Attempt to perform maintenance/repair or store vehicle/equipment awaiting maintenance or repair indoors or on an impervious surface.
 - b. If activities must be performed outside:
 - i. Locate on an impervious surface (i.e., pavement) and away from stormwater conveyances (i.e., swales, drain inlets, etc.) and surface waters to ensure leaks or spills will not be discharged.
 - ii. Have absorbent pads and drip pans accessible to capture leaks and spills during maintenance activities.

- iii. Immediately drain the source of the leak, using a drip pan, bucket, drop cloth, or absorbent materials.
- 2. Empty contents of container into proper waste or recycling container.
 - a. Do not leave collected materials in container to be spilled or kicked over.
- 3. Inspect vehicle/equipment for leaks.
 - a. Use drip pans or absorbent material to capture leaking fluids.
- 4. Clean up any spilled fluids immediately.
 - a. Use dry clean-up methods only, if possible. Never use water to clean up a spill.
- 5. Keep waste oil, antifreeze, and other fluids properly covered and contained in tight fitting labelled containers.
- 6. All hazardous wastes must be labeled and stored according to hazardous waste regulations.
- 7. Never discharge hazardous waste to the storm or sanitary sewer systems.
- 8. Active Fleet/Equipment
 - a. Use drip pans or absorbent material to capture leaking fluids.
 - b. Clean up any spilled fluids immediately.
 - c. Individual vehicles/equipment must be consistently stored or parked in the same area to allow for consistent controls.
 - d. Properly dispose of all waste oil, antifreeze, and other fluids.
 - e. Keep different types of fluid separate and recycle whenever possible.
 - f. Equipment must never be stored within the drip line of trees or adjacent to a storm drain, stormwater conveyance, or natural waterway.
- 9. Surplus Fleet/Equipment
 - a. Inventory all surplus vehicle/equipment.
 - b. Drain all fluids from surplus vehicle/equipment to prevent drips and leaks, prior to storage.
 - c. Minimize contact with rain by keeping metals/equipment stored inside to the maximum extent possible.
 - d. Do not store surplus equipment for extended periods of time (i.e., more than 180 days) or allow for an excessive amount of equipment to build up prior to removal/disposal.
 - i. If an extended period of time is expected or exceeded, disassemble useable motors and parts and place in appropriate indoor storage locations. Remaining machinery must be disposed of as scrap.

Spill Response:

- 1. In the event of a spill refer to the Spill Prevention & Response Procedure.
 - a. Large spills of hazardous materials (including oil and gas) should be reported by calling 911 immediately!
- 2. Have spill cleanup materials readily available in a known and convenient location.

Signage Required:

- 1. Install and maintain markings on all stormwater inlets located on high priority municipal facilities, as defined at Part I.F of Fairfax County's Municipal Separate Storm Sewer System Permit (MS4), and on County properties with greater than 2-acres of impervious surface. Storm drain markings should indicate that the marked inlet discharges to the storm network or surface water.
- 2. Mark the area clearly as a storage area.
- 3. Designate a special area to drain oil, coolant, or other fluids from surplus equipment.
- 4. Littering is prohibited.

5. Drain markers must also serve as a reminder to employees to wash vehicle/equipment only in designated areas.

Employee Training:

1. Train employees and contractors on proper cleaning of pervious areas and equipment operation.
2. Train employees on proper preventative practices for vehicle/equipment storage.
3. Train employees on the proper disposal of fluids and waste material from both surplus and operated vehicle/equipment.
4. Train employees and contractors on proper spill containment and cleanup procedures.
5. Conduct “refresher” courses on biennial basis as required by the County’s MS4 permit.

III. Routine Maintenance

1. Sweep the maintenance area routinely.
 - a. Wipe up spills with rags and other absorbent materials.
 - b. Use dry clean-up methods only.
 - c. Do not hose down the area to a storm drain.
2. Clean up leaks or drips from the ground surface using dry cleanup methods such as the use of absorbents.
3. Repair damaged hoses and leaky gaskets immediately.
4. Collect leaking or dripping fluids in drip pans.
 - a. Empty drip pans regularly.
 - b. Keep different types of fluid separate and recycle whenever possible.
5. Keep designated maintenance area and equipment clean.
 - a. Do not allow oil and grease to build up over time.
6. Keep an accurate maintenance log and inventory to evaluate materials use.
7. Only wash parts in a designated area (e.g., parts washer) and verify that no wash water is discharged during the process.
 - a. Clean parts without using solvents whenever possible.

IV. Good Housekeeping Checklist

1. Inspect parking facilities and stormwater conveyance systems monthly.
2. Inspect incoming vehicle/equipment for leaks upon arrival.
3. Inspect stored vehicle/equipment for damaged hoses and leaky gaskets in accordance with preventive maintenance program and repair or replace immediately.
4. Inspect the ground surface under and around active fleet weekly for signs of leaks and drips.
5. Repair or replace immediately.
6. Inspect the ground surface under and around surplus vehicles/equipment monthly for signs of leaks and drips.
7. Inspect spill equipment weekly.

V. VPDES Permitted Sites

Those facilities covered under a VADEQ VPDES permit and which conduct regular vehicle maintenance are subject to additional requirements for inspections, documentation, etc. Individuals operating out of facilities meeting this description should consult the Storm Water Pollution Prevention Plan (SWPPP) for their facility

and follow all included requirements. As of this signing, the VPDES permitted vehicle maintenance facilities are:

- Newington Maintenance Facility (Permit#: VAR051771)
- West Ox Maintenance Facility (Permit #: VAR051773)
- Jermantown Maintenance Facility (Permit #: VAR051770), and
- Alban Maintenance Facility (Permit #: VAR051772).

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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