

Standard Operating Procedures
Pembroke, NH
Public Works Department
Sweeping Streets and Parking Lots

Issue Date:
9/26/2022

Approved by:
V.J. Ranfos, DPW Director

Purpose of SOPs:
Procedures for the operation and maintenance of street sweepers, frequency of sweeping, disposal of debris, and recordkeeping to prevent pollution from entering the stormwater sewer systems.

NH Small MS4 General Permit Requirement Summary:

Part 2.3.7.1.d.iii.

The permittee shall establish and implement procedures for sweeping and/or cleaning streets and permittee-owned parking lots. All streets with curbing and/or catch basins in the MS4 regulated area shall be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding). The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired or TMDL waters or other relevant factors as determined by the permittee. The permittee shall report in each annual report the number of miles cleaned and the volume or mass of material removed.

Part 2.3.7.1.d.iv.

The permittee shall ensure proper storage of catch basin cleanings and street sweepings prior to disposal or reuse such that they do not discharge to receiving waters.

Equipment Inventory:

The following is a list of street sweeping equipment:

Equipment Number	Make	Description	Sweeper Speed (or other notes)
None			

Town hires private contractors to complete street sweeping

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Operations

1. Operate all sweepers and equipment according to the manufacturer's recommended settings, standards, and procedures.
2. While sweeping, drive between the optimal sweeping speed limit, as recorded in the equipment list above.
3. Sweeping will not take place during wet weather
4. If spills occur or illegal discharges are seen, report to the *DPW Director*.

Maintenance

1. The Town subcontracts all street sweeping to a private contractor.

Schedule

1. Street sweeping will primarily take place between the months of *April* and *May*.
2. All streets with curbing and/or catch basins shall be swept a minimum of once per year in the spring (following winter activities such as sanding). Streets are swept according to the street list and schedule attached to this document.
3. Priority roads and parking lots are identified on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired or TMDL waters or other relevant factors. These roads and parking lots are listed below and will be swept more frequently as indicated in the table.

Priority Road/ Parking Lot Name (or Category)	Frequency of Sweeping
See attached street sweeping list	Once per year

The list of priority roads and parking lots will be reassessed every year.

4. The sweeping schedule is assessed annually and updated as necessary.
5. A map of town roads and parking lots is located on the Town's website.

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Storage and Disposal

1. Temporary storage of solid sweeping debris is on an impervious surface or in a truck/dumpster that is protected from runoff. The storage location(s) is/are Public Works Department.
2. Solid sweeping debris is brought to Public Works Department for permanent disposal. If applicable, solid sweeping debris from street sweepers will be reused as fill following the NH RSAs. Debris is permanently disposed of as it accumulates at the Transfer Station.
3. Decant water is discharged to upland areas.

Training

1. Employees are trained 1 times per year on this procedure and the proper operation of equipment. Employees are also trained on stormwater pollution prevention, spill and response, and illicit discharge detection and elimination procedures.

Record Keeping

1. Records are kept DPW.
2. The points of solid debris removed and number of miles swept are recorded after each sweeping.
3. The number of curb miles swept *per is measured annually*.

Revising the SOPs

1. These procedures are reviewed 1 time per year and updated as needed

