

Standard Operating Procedures

Pembroke, NH

Department of Public Works

Issue Date:

9/26/2022

Vehicles and Equipment Operations and Maintenance Procedures

Approved by:

V.J. Ranfos, DPW Director

NH Small MS4 General Permit Requirement Summary:

Part 2.3.7.1.

The permittee must develop an inventory of municipal vehicles within two (2) years of the effective date of this permit. The permittee shall review this inventory annually and update as necessary.

Part 2.3.7.1.c.

Vehicles and Equipment: Establish procedures for the storage of permittee vehicles. Vehicles with fluid leaks shall be stored indoors or containment shall be provided until repaired. Evaluate fueling areas owned by the permittee or used by permittee vehicles. If possible, place fueling areas under cover in order to minimize exposure. Establish procedures to ensure that vehicle wash waters are not discharged to the municipal storm sewer system or to surface waters. This permit does not authorize such discharges.

Vehicle Storage

1. Vehicles with fluid leaks shall be stored in doors or containment shall be provided until repaired.

Vehicle Maintenance

1. Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
2. Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
3. Recycle or dispose of waste properly and promptly.
4. Sweep and pick up trash and debris as needed.
5. Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

Fueling

1. The Town has no fueling facilities.

Vehicle Washing Procedures

1. Outdoor washing of municipal vehicles should be avoided. All Town vehicles are washed off site at a commercial facility.

Training:

1. Annual maintenance procedures training will be made available to employees involved in Vehicle Equipment operations.