

Standard Operating Procedures

Burlington
Department of Public Works
Sweeping Streets and Parking Lots

Issue Date:
Updated August
31, 2022
~~June 30, 2019~~

Approved by:

John Sanchez
Public Works 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.

MA Small MS4 General Permit Requirement Summary:

Part 2.3.7.a.iii.3.

The permittee shall establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception of rural uncurbed roads with no catch basins or high speed limited access highways 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, water quality limited 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 or the volume or mass of material removed. For rural uncurbed roadways with no catch basins and limited access highways, the permittee shall either meet the minimum frequencies above, or develop and implement an inspection, documentation and targeted sweeping plan with two (2) years of the effective date of the permit, and submit such plan with its year one annual report.

Part 2.3.a.iii.4.

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)
H-11	Elgin	Street Sweeper	5-10 MPH
H-30	Elgin	Street Sweeper	5-10 MPH
H-21	Trackless	Sidewalk Sweeper	5-10 MPH
H-22	Trackless	Sidewalk Sweeper	5-10 MPH
H-23	Trackless	Sidewalk Sweeper	5-10 MPH

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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 limits, as recorded in the equipment list above.
3. Sweeping will not take place during rain or snow.
4. If spills occur or illegal discharges are seen, report to the Board of Health.

Maintenance

1. Sweepers will be checked for leaks daily. Immediately contain and properly clean up any spills.
2. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occur two times per week.
3. Parts are replaced as needed. Brushes are replaced when bristle length is less than 6-7 inches.
4. Equipment is washed at the DPW facility located at Meadow Road to trap grease, oils and sediment.
5. The left-over debris is scraped out from the hopper after daily debris dumps.

Schedule

1. Street sweeping will primarily take place between the months of April and November.
2. All streets with curbing and/or catch basins shall be swept a minimum of twice per year in the spring (following winter activities such as sanding). Streets are swept according to the street list and schedule located at the DPW facility located at Meadow Road.
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
No roads are prioritized as sand has not been used since ~2012 so accumulation has greatly reduced since that time	

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The list of priority roads and parking lots will be reassessed every 5 years.

4. The sweeping schedule is assessed twice per year and updated as necessary.
5. A map of town roads and parking lots is located at the Highway Department, Meadow Road, and attached here.
6. Events/activities that require special sweeping are after major storm events, graduation or events at Town Center.

Storage and Disposal

1. Temporary storage of solid sweeping debris is on an impervious surface that is protected from runoff. The storage location(s) is the Salt Shed at Grant Avenue.
2. Solid sweeping debris is brought to available landfills as capping material where suitable for permanent disposal. Debris is permanently disposed of twice per year.
3. Liquid content evaporates; is not decanted.
4. Weighing process: The amount of solid sweeping debris will be weighed by the contractor that transfers the material to landfill twice per year.

Training

1. Employees are trained once 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 by Highway Department and DPW Analyst using Mobile 311, accessible electronically; electronic records for sweeping will transition to DPW's ArcGIS online portal during Permit year 5.
2. The locations of solid debris removal and number of miles swept are recorded during each sweeping using Mobile 311 via Breadcrumbs and will in future be recorded via ArcGIS Quickcapture.
3. The number of curb miles swept annually is more than 400 miles.
4. A list of employees implementing the SOPs and the completion of their training(s) can be found at the Highway Department at Meadow Road.

Revising the SOPs

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

