



## TOWN OF OXFORD

# DPW

DEPARTMENT OF PUBLIC WORKS

### Standard Operating Procedures

Updated:

### SOP 16: Street and Parking Lot Sweeping

9/11/2020

#### 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. This SOP meets the requirements of the Massachusetts Small MS4 General Permit Part 2.3.7.a.iii.3.

#### Equipment Inventory:

The following is a list of street sweeping equipment:

Equipment Number	Make	Description	Sweeper Speed or Other Notes
NP-41597	Elgin	Street Sweeper (Leased Equipment)	3-7 mph Sweeping 0-22 mph Traveling

#### 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 inclement weather; light rain is optimal.
4. If spills occur or illegal discharges are seen, report to Oxford Fire Department, 508-987-6012 or 508-987-0156.

#### Maintenance of Equipment

1. Sweepers will be checked for leaks daily.
2. Immediately contain and properly clean up any spills.
3. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occurs daily. Grease tubs are filled daily. Machine has an automatic greaser.
4. Parts are replaced as needed. Brushes are replaced when bristle length is less than six inches.
5. Equipment is washed at 34 Charlton St.
6. The hopper is cleaned daily. (Coating in hopper prevents sticking; scraping is not needed.)

## Standard Operating Procedures

Updated:

### SOP 16: Street and Parking Lot Sweeping

9/11/2020

#### Schedule

1. Street sweeping will primarily take place between the months of April - June, September-November.
2. All streets with curbing and/or catch basins shall be swept a minimum of once per year in the spring (following winter activities). Streets are swept according to type of road. Hot mix asphalt (HMA) roads are swept first in the spring, followed by non-HMA roads.
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
Sherwood Forest neighborhood	Extra as needed.
Rocky Hill Rd.	Extra as needed.
Church St.	Extra as needed.

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. Location of town roads is shown on the Oxford Town Map at <https://www.mapsonline.net/oxfordma/index.html>. Municipal parking lots swept are listed in Appendix E of this document.
6. Events/activities that require special sweeping are parades, PanMass Challenge Bike Ride, road races and other miscellaneous events.

#### Storage and Disposal

1. Solid sweeping debris is stored at the Rocky Hill Road Waste Facility. The material is removed annually by a third party contractor.
2. Weighing process: The amount of solid sweeping debris is calculated by volume. A full truckload equals 10 yards.

<p><b>Standard Operating Procedures</b></p> <p>SOP 16: Street and Parking Lot Sweeping</p>	<p><b>Updated:</b></p> <p>9/11/2020</p>
<p><b>Training</b></p> <p>Employees are trained annually 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.</p>	
<p><b>Record Keeping</b></p> <ol style="list-style-type: none"> <li>1. Records are kept at the DPW Garage, 34 Charlton St., Oxford.</li> <li>2. The <i>Street Sweeping Log</i>, is updated daily to record the streets cleaned and amount of material collected. The log is included in Appendix G of the <i>Municipal Stormwater Infrastructure Operation and Maintenance Plan</i> located at the DPW Headquarters, 450 Main St., Oxford.</li> <li>3. A list of employees implementing the SOPs and the completion of their training(s) can be found in the <i>Municipal Stormwater Infrastructure Operation and Maintenance Plan</i> located at the DPW Headquarters, 450 Main St., Oxford.</li> </ol>	
<p><b>Revising the SOPs</b></p> <p>These procedures are reviewed annually and updated as needed.</p>	