

Maintenance Yard SOPs

Village of Alsip Public Works Maintenance Yard NPDES Standard Operation Procedures & MCM's

Vehicle / Equipment Maintenance

1. Waste vehicle oil should be deposited in the Waste Oil Tank in the rear yard outside door 4.
2. Waste vehicle fluids other than oil should be deposited in the Waste Fluid 55 gallon drum along the wall dividing front garage from back.
3. Individual files should be kept by the Village Mechanic on all work done to each vehicle and piece of equipment.
4. A Monthly Report should be kept by the Village Mechanic on all vehicle maintenance, what was done, what fluids were changed.
5. Document dates of all Oil & Fluid removal from the Public Works Shop and by whom.
6. Vehicles / Equipment being washed should be washed with biodegradable soaps only.
7. Debris washed from Vehicles / Equipment should be placed on non-pervious blacktop area and put in dumpster provided by Homewood Disposal after.
8. Tires removed should be taken to Stony Tire for proper disposal.

General Yard Maintenance / Cleanup

1. The public Works Yard should be kept clean of all debris blowing around.
2. All garbage should be placed in the bins provided by Homewood Disposal.
3. Bulk Rock Salt for winter road preparations should be kept within the Village Salt Dome.
4. Trucks emptying salt after storms should dump salt back into the Salt Dome only.
5. Only chipped branches should be dumped into the Village Chip bin and the bin should be dump prior to overflowing. And all chips should be hauled to Smitty's for proper disposal.
6. All storm sewer basins located within the maintenance yard should be clearly marked Storm.
7. Parts cleaner should be cleaned regularly by Safety-Kleen and notices saved.

BMP's

1. Proper disposal of oils and fluids and parts cleaner.
2. Quarterly Inspection of Public Works Yard & Building and document.
3. Proper Bulk Rock Storage, all salt must stay in dome.
4. Keep storm sewer basins clearly labeled.
5. Keep site map on site.
6. Spill protection equipment on site for both outside and inside spill protection.
7. Training on how to use spill protection material yearly

List of Possible Pollutant Sources

1. Oils & Fluids
2. Oils and fluids removed from vehicles or equipment during maintenance
3. Bulk Rock Salt
4. Debris / Garbage
5. Used Tires
6. Parts cleaner fluids
7. Fuels
8. Paints
9. Cleaning chemicals