



<p style="text-align: center;">Standard Operating Procedure: Sand/Salt and Spreader Shed Maintenance</p> <p>Date: 12/11/2019* Version: 3 Review Frequency: Annual</p>

Reasons for Procedure

The University of Virginia (UVA) has a permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Virginia Department of Environmental Quality. This permit authorizes UVA to discharge stormwater pursuant to the Virginia Stormwater Management Program and the Virginia Stormwater Management Act.

Pollution prevention and good housekeeping practices are a requirement of this permit, with erodible material storage facilities specifically included as having high priority status.

1.0 Purpose

The purpose of this procedure is to outline the housekeeping measures that must be taken to prevent run-off from sand and salt storage locations from entering storm water systems.

2.0 Scope

This procedure applies to the Salt/Sand Shed and the Spreader Shed located at the FM Leake Yard.

3.0 Responsibility

All UVA staff are responsible for preventing illicit discharges from their operations. The salt/sand storage shed and the spreader shed at the FM Leake Yard contains materials which must be kept under cover to prevent tracking and escape of those materials into groundwater and surface water.

3.1 Facilities Management Environmental Resources

Environmental Resources (ER) is responsible for working with staff to keep this policy up to date and revised as needed.

3.2 Managers and Supervisors

The Landscaping Superintendent and Supervisors are responsible for ensuring their staff's compliance with this procedure. Supervisors are to train their employees on keeping salt and sand under roof protection. Managers and supervisors are responsible for ensuring training is conducted with the most recent version of the SOP.

3.3 Personnel Performing the Job

Salt/Sand and Spreader Shed Maintenance

Personnel must follow the correct procedures in accordance with this SOP.

4.0 Procedures

- 4.1** Deliveries of materials by outside vendors to the Salt and Sand Shed must be monitored so that any spilled materials are swept up and placed in the shed. Trench drains should be covered during deliveries.
- 4.2** When loading salt and sand onto trucks for deicing purposes, employees must be sure that any scattered materials are swept and returned to stockpiles under roof protection. Tracking of materials from the site must be prevented.
- 4.3** Salt and sand in the spreader shed must be cleaned up after use so that these materials are not subject to runoff during heavy rains.
- 4.4** Drip pans or other means should be utilized to prevent oil drips and leaks from the spreaders from contaminating stormwater runoff.

5.0 Review of Procedure/Training

Supervisors are responsible for reviewing this procedure at least once every 24 months with all employees who have these job duties.

6.0 Regulatory impacts

All outdoor material storage areas that contain products that would be expected to be mobilized in stormwater runoff are considered high priority facilities by the Virginia DEQ. UVA received authorization to discharge to surface waters under the State General Permit Number VAR040073. Pollution prevention and good housekeeping practices are required and unannounced inspections by DEQ may occur.

*Printed versions of SOPs with previous review dates are considered current as long as the version number is the same as the current version. Current versions of all SOPs are maintained on the UVA Environmental Resources website.