



**Standard Operating Procedure:
Vehicle and Equipment Maintenance**

Date: 7/2/2014* Version: 1 Review Frequency: Annual

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.

Since storm drain systems are not connected to a sanitary sewer treatment plant, water traveling through the storm drain system flows untreated directly to local streams, rivers and lakes. An illicit discharge to the storm system is generally defined as any discharge that is not composed entirely of stormwater. UVA's MS4 Program "shall include all procedures developed by the operator to detect, identify, and address nonstormwater discharges to the MS4."¹

1.0 Purpose

The purpose of this procedure is to describe the proper means for maintaining vehicles and equipment that are used or stored outdoors at UVA. Improperly maintained vehicles and equipment can generate spills or leaks that can enter the storm sewer system or generate contaminated stormwater runoff. Discharge of these contaminants into a storm drain is considered an "Illicit Discharge." Illicit discharges can result in significant fines from regulatory agencies.

2.0 Scope

This procedure applies to those departments at UVA that have fleet vehicles, mechanized equipment, and other motorized implements that are used or stored outdoors and may be exposed to stormwater.

3.0 Responsibility

3.1 Facilities Management Environmental Resources

Environmental Resources (ER) personnel in Facilities Management are available for consultation should any questions arise regarding impacts of maintenance and what can and cannot be conducted outside.

¹ General Permit No: VAR040073, General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems.

3.2 Managers

Managers are responsible for ensuring that staff who operate and maintain vehicles or equipment are familiar with and follow these procedures. Managers and supervisors are responsible for ensuring training is conducted with the most recent version of the SOP.

3.3 Personnel Performing the Job

Personnel are responsible for following the correct procedures for vehicle or equipment maintenance.

4.0 Procedures

4.1 Operator Inspections

Before using a vehicle or piece of equipment, operators should inspect it for any obvious signs of leaks or other maintenance problems.

4.2 Establish a Routine Maintenance Schedule

All vehicles or equipment should receive routine maintenance according to the manufacturer's guidelines, at minimum.

4.3 Vehicle Maintenance

Vehicle maintenance should occur, at minimum, once a year during State required vehicle inspection. Vehicles should be serviced by UVA Parking and Transportation or another authorized repair shop that is certified to conduct State inspections.

4.4 On Site Equipment Maintenance

For equipment or machinery that can be maintained on-site using in-house staff, proper precautions should be taken to ensure any leaks, spills, or drips from maintenance operations do not cause stormwater contamination. Ideally maintenance should occur indoors where equipment cannot come into contact with stormwater. In the event that maintenance cannot occur indoors efforts should be made to minimize the possibility of an illicit discharge or stormwater contamination. All maintenance activities should be conducted on an impervious surface as far as possible for stormwater conveyances, ditches, or drains. Additional precautions may include, but are not limited to the use of tarps or drip pans under equipment during maintenance activities.

4.5 Unexpected Repairs, Spills, or Leaks

Vehicle and Equipment Maintenance

Upon identification of a problem with a vehicle or piece of equipment, it shall receive service as soon as possible. Notify appropriate maintenance personnel so the vehicle or equipment can be taken out of service and repaired.

Precautions should be taken, such as those described in 4.3 so that stormwater contamination or an illicit discharge does not occur before the equipment can be serviced. Spills and leaks should be cleaned up immediately upon discovery and contaminated material should be disposed of properly.

5.0 Annual Review of Procedure/Training

All managers and personnel who maintain or operate vehicles or equipment are responsible for reviewing this procedure with all employees who have these job duties at least once each year. Any project managers who hire contractors to perform these job duties are required to convey the requirements of this procedure to the contractors.

6.0 Regulatory impacts

Illicit discharges are prohibited by the University's MS4 permit and by the City of Charlottesville's Water Protection Ordinance. The University's storm sewer system is directly connected to the City's; therefore, any discharge into UVA's storm system impacts the City's storm sewer system. This offense is punishable by civil and criminal penalties as illicit discharges constitute a threat to the public health, safety, and welfare, and are deemed public nuisances.

*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.