



Standard Operating Procedure:
Utility Vacuum Truck Waste Management
Date: 12/20/2018* Version: 2 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.

UVA operates a vacuum truck that is used to clean out storm drains and other utility structures and excavations. Proper management of the material collected is required to ensure that entrained contaminants are not introduced into the environment, specifically waterways.

1.0 Purpose

This document outlines the proper procedures for the management of the wastes collected by the utility vacuum truck operated by Facilities Management employees.

2.0 Scope

This procedure applies to all FM employees that are responsible for the management and operation of the vacuum truck.

3.0 Responsibility

All UVA staff are responsible for preventing illicit discharges from their operations. Water contaminated with detergents, debris, chemicals, soils, and other waste products must not be disposed of via the storm sewer system.

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

Managers and Supervisors are responsible for ensuring their staff's compliance with this procedure. Managers should ensure their employees on how to prevent potential illicit discharges from their operations and how to dispose of wastes properly. Managers must also instruct their contractors who perform vacuum truck work about these requirements. 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 must follow the correct procedures in accordance with this SOP. Specific responsibilities are explained in the procedures.

4.0 Procedures

4.1 Truck Material Discharge Options

Material	Discharge Options
Storm sewer system wastes	Vacuum Truck Transfer Station and/or landfill
Gravel & Other Construction Debris	CDD landfill or temporary storage at FM Yard at Old Ivy Road
Sanitary wastes, truck rinse water	Moores Creek Treatment Plant or UVA sanitary sewer
Any other materials	Consult Environmental Resources

NOTE: Oil-water separators are NOT to be cleaned out using the vacuum truck. These wastes should be removed by an outside contractor.

4.2 General Storm Sewer Waste

- 4.2.1 Storm sewer cleaning waste consists of general debris that collects in storm drainage systems and includes materials such as litter, leaves, soil, sand, gravel, and other general urban wastes.
- 4.2.2 Leaves, mulch, and other naturally derived organic matter can be taken to the compost yard on Observatory Hill and placed in the leaf composting area. There cannot be any other litter or trash in this material and it cannot contain free liquids (i.e., it cannot be dripping wet).
- 4.2.3 All other loads of storm sewer wastes are to be taken to the FM yard at the Forestry Complex on Fontaine Avenue Extended and placed in the Vacuum Truck Transfer Station. This station is designed to provide for some dewatering of the material as well as staging for loading into trucks for transport to permitted waste disposal facilities off campus. Dewatered organic matter free of trash may be transferred to the landscape compost yard located on Observatory Hill.
- 4.2.4 The only outdoor location for disposal of non-hazardous waste water, such as decant water from the vacuum truck, is in the **sanitary** sewer drains at the FM Leake Yard, which include the wash station, the drain under the former

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recycling sort facility near the Landscape building, and the trench drain in front of the salt/sand storage shed. In addition any sanitary sewer manhole lid may be opened provided the sewer is confirmed to be going to the sanitary and not the storm sewer.

- 4.2.5 Waste water from oil-water separators shall not be put in the vacuum truck. An outside contractor must be used for these maintenance operations.

4.3 Vacuum Truck Transfer Station

- 4.3.1 The Vacuum Truck Transfer Station is located at the FM Yard on Fontaine Avenue Extended in the VA Forestry Complex on George Dean Drive and is designed to allow for the dewatering of the delivered waste through gravity separation and evaporation.
- 4.3.2 The station is made of concrete and has side walls to prevent runoff from the waste from leaving the containment area while preventing run-on into the station from the surrounding areas.
- 4.3.3 The station has a drain port that must be kept closed when waste is present. The drain port is designed to allow clean rain water to pass through the system when the station is not in use.
- 4.3.4 The wastes should be spread out within the basin, so the materials will dry more quickly.
- 4.3.5 Waste collected in the facility will be loaded on trucks or placed in a dumpster for disposal at an appropriate permitted waste disposal facility. Dewatered leafy debris free of trash may be taken to the University's composting yard.
- 4.3.6 Wastes must be removed from the facility at a frequency that will prevent liquid or solid waste from overflowing the containment area either from excess quantities of waste or weather events.
- 4.3.7 If accumulated rainwater is pooling in the waste unloading section of the station, use the vacuum truck to remove the rainwater before transferring storm sewer wastes into it or if the water is clear and free of obvious contamination, it can be released via the drain port on the lower side of the station. If the water is not clear, it must be discharged to the sanitary sewer due to potential contamination from residual pollutants within the containment area.

4.4 Sanitary Wastes

- 4.4.1 Sanitary wastes may only be discharged back into the UVA sanitary sewer system or at the Moores Creek Wastewater Treatment Plant.
- 4.4.2 After handling sanitary wastes, the truck's holding chamber will be washed. The wash water will be managed the same as the sanitary waste.

4.5 Other Wastes and Wastewater

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- 4.5.1 Other wastes and wastewaters collected in the vacuum truck could include spilled materials that normally would not be found in storm drainage systems.
- 4.5.2 The disposal of all other wastes will be done on a case by case situation through consultation with Environmental Resources and/or the Office of Environmental Health and Safety. The disposal of waste water or chemical residue outdoors violates the University's Stormwater Discharge Permit.

5.0 Review of Procedure/Training

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

6.0 Regulatory impacts

Discharges of any material other than stormwater 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. Proper handling and disposal of landscape wastes will help keep this material out of the stormwater drainage network.

*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.