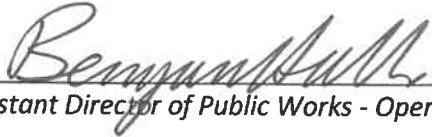


Standard Operating Procedures
Town of Braintree
Department of Public Works
Sweeping Streets and Parking Lots

Issue Date:
6/29/2019

Approved by:



Assistant Director of Public Works - Operations

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.

MA Small MS4 General Permit Requirement Summary:

Part 2.3.7.a.iii.3.

The permittee shall establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception of rural uncurbed roads with no catch basins or high speed limited access highways shall be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding). The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or TMDL waters or other relevant factors as determined by the permittee. The permittee shall report in each annual report the number of miles cleaned or the volume or mass of material removed. For rural uncurbed roadways with no catch basins and limited access highways, the permittee shall either meet the minimum frequencies above, or develop and implement an inspection, documentation and targeted sweeping plan with two (2) years of the effective date of the permit, and submit such plan with its year one annual report.

Part 2.3.a.iii.4.

The permittee shall ensure proper storage of catch basin cleanings and street sweepings prior to disposal or reuse such that they do not discharge to receiving waters.

Equipment Inventory:

The following is a list of street sweeping equipment:

Equipment Number	Make	Description	Sweeper Speed (or other notes)
#24	Elgin Pelican Sweeper	2005	5 MPH
#22	Elgin Pelican Sweeper	2008	5 MPH
#23	Elgin Pelican Sweeper	2016	5 MPH

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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 moderate or heavy rain.
4. If spills occur or illegal discharges are seen, report to immediate supervisor.

Maintenance

1. Sweepers will be checked for leaks during daily vehicle inspection. Immediately contain and properly clean up any spills.
2. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occur weekly.
3. Parts are replaced as necessary. Brushes are replaced when bristle length is less than 4 inches.
4. Equipment is washed at DPW – Highway Yard located at 245 Union St to trap grease, oils and sediment.

Schedule

1. Street sweeping will primarily take place between the months of April and 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 such as sanding). Streets are swept according to the street list and schedule located in the Highway Division Office.
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.

These roads/parking lots may be grouped by road category as long as the town’s list of streets and parking lots also indicates the applicable road category (e.g. main arterials, residential areas, commercial areas, downtown areas, municipal parking lots, industrial areas, etc.).

Priority Road/ Parking Lot Name (or Category)	Frequency of Sweeping
South Braintree Square & Municipal Lot	2 times per month or as needed (trash)
Braintree Square & Municipal Lot	2 times per month or as needed (trash)
The Landing	2 times per month or as needed (trash)
Capens Bridge Intersection and Islands	1 time per month

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4. A list of employees implementing the SOPs and the completion of their training(s) can be found at the DPW Highway Division Office at 245 Union St.

Revising the SOPs

1. These procedures are reviewed yearly and updated as needed.