



City of Boca Raton Maintenance/Equipment Yard Practices Standard Operating Procedures

The attached map depicts the location of the City-owned equipment yard and maintenance shop (that support road maintenance activities). Below are the standard practices in place at that facility.

General Housekeeping:

Keep your Spill Prevention Control and Countermeasure (SPCC) Plan up-to-date, and implement accordingly.

Place adequate stockpiles of spill cleanup materials where they are readily accessible.

Keep work sites clean and orderly. Remove debris in a timely fashion.

Spot clean leaks and drips routinely. Leaks are not cleaned up until the absorbent is picked up and disposed of properly.

Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills. Use the following three-step method for cleaning floors:

- Clean spills with rags or other absorbent materials
- Sweep floor using dry absorbent material
- Mop the floor. Mop water may be discharged to the sanitary sewer via a toilet or sink.

Sweep the maintenance area weekly, if it is paved, to collect loose particles. Do not hose down the area to a storm drain.

Report leaking vehicles to fleet maintenance.

Vehicle/Equipment Fueling:

Design fueling area to prevent stormwater runoff and spills.

Use secondary containment when transferring fuel from the tank truck to the fuel tank. Cover storm drains in the vicinity during transfer.

Maintain clean fuel-dispensing areas using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills. Do not wash down areas with water.

Post signs at the fuel dispenser or fuel island warning vehicle owners/operators against "topping off" of vehicle fuel tanks.

Vehicle/Equipment Washing:

If possible, use properly maintained off-site commercial washing and steam cleaning businesses whenever possible. These businesses are better equipped to handle and properly dispose of the wash waters.

Consider washing vehicles and equipment inside the building if washing/cleaning must occur on-site. This will help to control the targeted constituents by directing them to the sanitary sewer.

Design wash areas to properly collect and dispose of wash water when engine cleaning is conducted and when chemical additives, solvents, or degreasers are used. This may include installation of sumps or drain lines to collect wash water or construction of a berm around the designated area and grading of the area to collect wash water as well as prevent stormwater run-on.

Post signs stating that only washing is allowed in wash area and that discharges to the storm drain are prohibited.

Use biodegradable, phosphate-free detergents for washing vehicles as appropriate.

Use hoses with nozzles that automatically turn off when left unattended.

Discharge equipment wash water to the sanitary sewer, a holding tank, or a process treatment system, regardless of the washing method used. Discharge vehicle wash water to (1) the sanitary sewer, a holding tank, or process treatment system or (2) an enclosed recycling system.

Vehicle/Equipment Repair:

Move maintenance and repair activities indoors whenever feasible.

If outside, use a vehicle maintenance area designed to prevent stormwater pollution - minimize contact of stormwater with outside operations through berming and appropriate drainage routing.

If temporary work is being conducted outside, use a tarp, ground cloth, or drip pans beneath the vehicle or equipment to capture all spills and drips.

Designate a special area to drain and replace motor oil, coolant, and other fluids. This area should not have any connections to the storm drain or the sanitary sewer and should allow for easy clean up of drips and spills.

Drain all fluids from wrecked vehicles immediately. Ensure that the drain pan or drip pan is large enough to contain drained fluids (e.g. larger pans are needed to contain antifreeze, which may gush from some vehicles).

Do not pour liquid waste to floor drains, sinks, outdoor storm drain inlets, or other storm drains or sewer connections.

Dispose of all waste materials according to applicable laws and regulations.

Collect leaking or dripping fluids in drip pans or containers. Fluids are easier to recycle if kept separate. Promptly transfer used fluids to the proper waste or recycling drums and store in an appropriately designed area that can contain spills. Don't leave drip pans or other open containers lying around.

Do not dispose of oil filters in trash cans or dumpsters, which may leak oil and contaminate stormwater. Place the oil filter in a funnel over a waste oil recycling drum to drain excess oil before disposal. Most municipalities prohibit or discourage disposal of these items in solid waste facilities. Oil filters can also be recycled. Ask your oil supplier or recycler about recycling oil filters.

Avoid hosing down your work areas. If work areas are washed, collect and direct wash water to sanitary sewer.

Storage:

If possible, store materials and wastes under cover whenever possible.

Minimize stormwater run-on by enclosing the area or building a berm around it.

Cover the containers where they are stored.

Raise the containers off the ground by use of pallet or similar method, with provisions for spill control and secondary containment.

Use covered dumpsters for waste product containers.

Contain the material in such a manner that if the container leaks or spills, the contents will not discharge, flow, or be washed into the storm drainage system, surface waters or groundwater.

Store cracked and/or dead batteries in a non-leaking covered secondary container and dispose of properly at recycling or household hazardous waste facilities.

If equipment (e.g., radiators, axles) is to be stored outdoors, oil and other fluids should be drained first. This is also applicable to vehicles being stored and not used on a regular basis.

Try to keep chemicals in their original containers, and keep them well labeled.

Store idle equipment containing fluids under cover.

Inspections:

The attached form is used for the inspection of each site on an annual basis. Documentation is maintained by the Records Manager/Data Analyst and is stored in a digital database.



Equipment Yard/Maintenance Shop Inspection Form

Facility: Municipal Services Complex

Date of Inspection: _____

Address: 2500 NW 1st Avenue

Inspector Name: _____

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Materials/chemicals are stored, handled, and discarded in a manner to reduce the potential risk of spills entering the MS4 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A spill kit is on site |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outfalls, inlets, and outlets of stormwater treatment systems are free of debris/pollutants |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage tanks are clearly marked, properly contained, and protected from potential damage |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Loading, unloading, and transfer areas are neat and free of spills/debris/pollutants |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vehicle maintenance areas are properly maintained and draining to the treatment system or sanitary sewer line |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outdoor manufacturing areas are properly maintained and free of spills or debris |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outdoor stockpile/material handling areas are properly maintained and the materials are properly contained (i.e., no potential to leak or leach pollutants) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trash and debris areas are conspicuous and properly protected from stormwater runoff |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fueling stations are free of petroleum product spills/leaks |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vehicle wash and rinse areas are draining to the treatment system or sanitary sewer line |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The site was free of any visual indication of potential illicit connection/illicit discharge to the MS4. If no, note type of indication: |

Odor Color Foam Sheen Surface Scum Solids Turbidity

INDUSTRIAL SITES ONLY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MSGP Notice of Intent (FDEP Form 62-621.300(5)(b)) was submitted to DEP |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan was on site and implemented, per the MSGP |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required SWPPP inspection and maintenance report forms completed, per the MSGP |

Use reverse side of form for comments.



**City of Boca Raton
MS4 NPDES Program
Standard Operating Procedures
Roadway Litter Control Program**

The majority of roadside swales are maintained (including litter control) by adjacent property owners, in accordance with the City of Boca Raton's Code of Ordinances, Section 25. The City code enforcement officers will issue notices of violation to property owners who do not comply with the City's Code of Ordinances.

On roadside swale areas that are not maintained by adjacent property owners, the City has a schedule for mowing and routinely collects litter as a part of that work. Any litter collected is combined with street sweeping material for proper disposal; therefore, no separate collection value is recorded.



Roadway Maintenance Practices To Reduce Pollutants

Roadway repairs and maintenance may take place anywhere throughout the City's jurisdictional area, and is conducted on an as-needed basis.

Major repair work is typically done as a construction project by a contractor. These projects most often required a Notice of Intent under the State's Generic Construction Permit, which requires a Stormwater Pollution Protection Plan. Routine inspections are done as part of the construction site inspection program.

Minor repairs, completed by municipal staff, are performed using the following practices:

- Painting, striping, marking, and asphalt and concrete cutting or repair activities are done in dry weather.
- Nearby storm drain inlets are protected by covers, straw bales, sand bags, filter fabric or plastic to reduce the possible entry of wastes, dusts, overspray and/or slurry.
- All waste and debris remaining after the work is swept up and removed.
- Water use is minimized when saw cutting concrete. The waste slurry is allowed to dry and then swept up or a wet vacuum is used to pick up the waste slurry during or immediately after cutting.
- Maintenance supplies (e.g., cement bags, sealants and tars) are stored under cover and away from drainage areas.
- Waste, scraps, rust and paint from any sandblasting or painting projects is collected and disposed of properly.



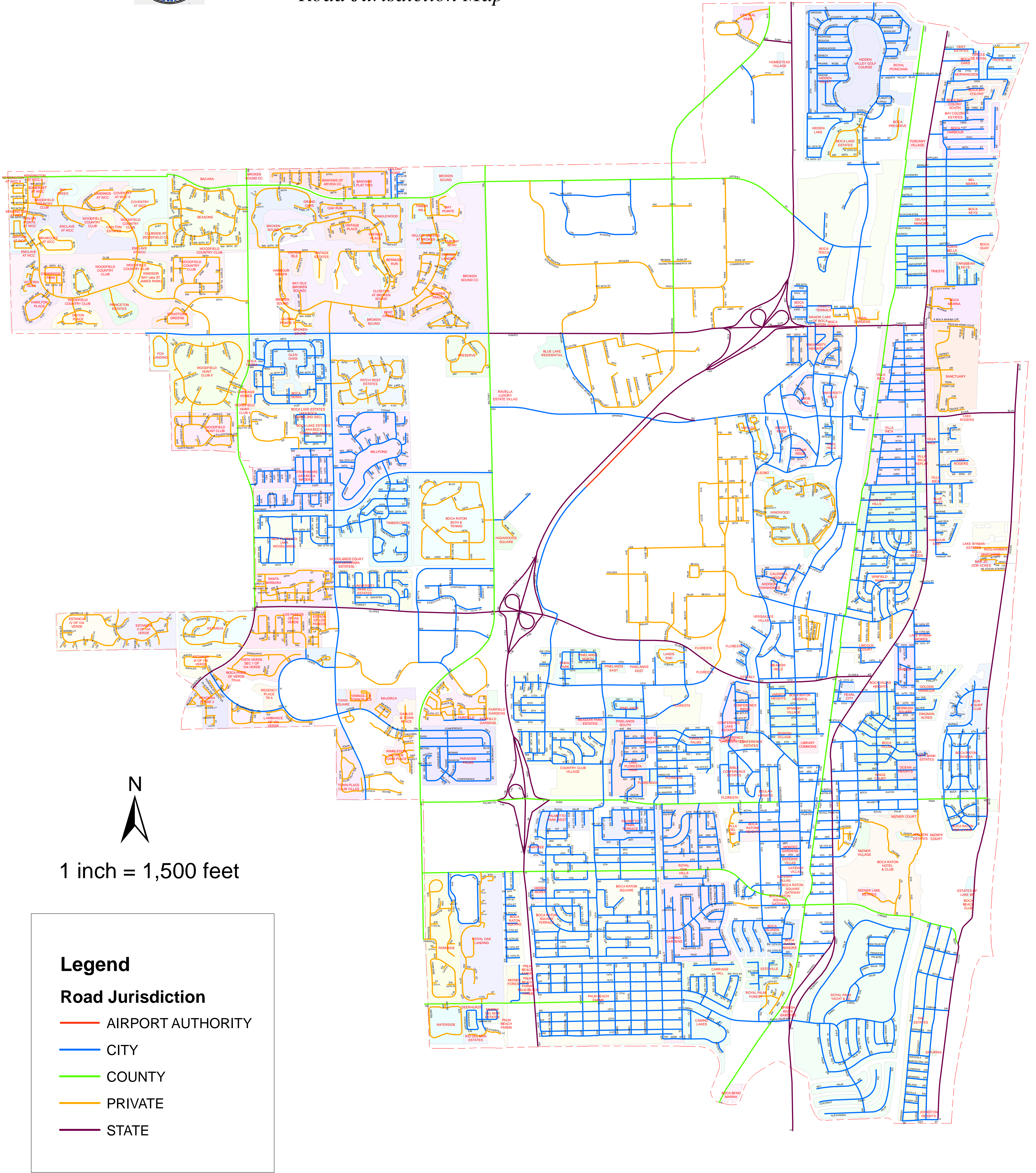
Street Sweeping Program

The Street Sweeping Program for the City of Boca Raton consists of:

- 485 lane miles of litter collection along public streets, roadways, and rights-of-way within our jurisdiction. A map of litter collection areas maintained by the City of Boca Raton is attached.
- The frequency of our Street Sweeping program is attached.
- Documentation of volume of litter collected is maintained by the Records Manager/Data Analyst by date and is summarized for reporting each year.
- All street sweeping collection is properly disposed of in accordance with DEP's "Guidance For The Management Of Street Sweepings, Catch Basin Sediments and Stormwater System Sediments."
- An estimate of the total phosphorus and total nitrogen collected by the street sweeping is performed based on the Florida Stormwater Association's determinations of street sweeping removal rates project.
- The City does not coordinate an adopt-a-road program. Palm Beach County and/or FDOT may have adopt-a-road programs that include streets that lie within the jurisdiction of the City; however those programs would be for roadways not owned or maintained by the City.
- The City of Boca Raton code enforcement officers will issue notices of violation to property owners who do not comply with the City's Code of Ordinances Section 25 requiring owners and/or occupants of private property to maintain abutting swale areas, including sidewalks, pathways, or driveways.



City of Boca Raton
Municipal Services / Engineering
Road Jurisdiction Map



1 inch = 1,500 feet

Legend

Road Jurisdiction

- AIRPORT AUTHORITY
- CITY
- COUNTY
- PRIVATE
- STATE

Note:
 Total Number of Lane Miles with City Jurisdiction 485.0 Miles
 Total Number of Road Miles with City Jurisdiction 218.8 Miles

**Appendix 1
Night Sweeping Schedule**

Monday:

Federal Hwy.
Dixie Hwy.
NW 2nd Ave.
Congress Ave.

Tuesday:

Military Trail
St. Andrews Blvd
Jog Rd.

Wednesday:

SW 18th St.
Camino Real
Palmetto Park Rd.
Glades Rd.
NE and NW 20th St.

Thursday:

Spanish River Blvd.
Yamato Rd.
Clint Moore Rd.
Hidden Valley Blvd.

As needed (Weekly):

NE 2nd St. from NW 2nd Ave. to NE 3rd Ave.
Boca Raton Rd. from Federal Hwy. to NE 5th Ave.
E. Royal Palm Rd.
SE 1st St.
SE 2nd St.
SE 3rd St.
SE 4th St.
SE 5th St.
SE 6th St.
SE 7th St.
SE 8th St.
SE 9th St.
SE 11th St.

Appendix 1 Night Sweeping Schedule

As needed (Weekly):

Potomac Rd.
Boca Raton Rd.
NW 1st Ave.
SW 1st Ave.
NW 4th St. from NW 1st Ave to NW 2nd Ave.
NW 3rd St. from NW 1st Ave. to NW 2nd Ave.
NW 11 St. from NW 2 Ave. to NW 1 Ave.
W. Royal Palm Rd. from SW 2nd Ave. to SW 1st Ave.

As needed (Monthly):

Airport Rd.
Dixie Hwy. center lanes
NW 2nd Ave center lanes
Military Trail slotted medians at Palmetto Park Rd.
Alleyways between SE 3rd St. to SE 8th St. west of Federal Hwy.
Military Trail underpass at Glades Rd.
Camino Real underpass at I-95
Yamato Rd. underpass at I-95
Butts Rd. from Town Center Rd. to Military Trail
Town Center Rd. from Butts Rd. to Military Trail
Commercial Trail from Town Center Rd. to Glades Rd.
NW 19th St. from Butts Rd. to Military Trail
Executive Center Drive from Butts Rd. to Glades Rd.
Executive Center Circle from Executive Center Drive and back
NW 22nd Ave from Executive Center Drive to NW Corporate Blvd.
NW 20th Ave from Executive Center Circle TO NW Corporate Blvd.
NW Corporate Blvd. from Military Trail to end (just passed NW 22nd Ave)
NW 21st Ave from NW Corporate Blvd. to Butts Rd.

Appendix 2 Daytime Sweeping Schedule

Area 1 SW:

All public owned streets within the boundaries of Palmetto Park Rd., Military Trail. SW 22nd St, Dixie Hwy.

Area 2 SE:

All public owned streets within the boundaries of Palmetto Park Rd., Dixie Hwy., SE 31st St., A1A

Area 3 NE:

All public owned streets within the boundaries of Palmetto Park Rd., Dixie Hwy., Bailey St., N. Ocean Blvd.(A1A)

Area 4 NW:

All public owned streets within the boundaries of Palmetto Park Rd., Jog Rd/Powerline Rd., Clint Moore Rd., Dixie Hwy.

Note:

Areas are swept on an as needed basis with majority of sweeping concentrated within the subdivisions and along none curbed streets with the exception of Royal Palm Yacht and Country Club subdivision and NE 36th St. , NE 7th Ave, NW 26th Ave. All areas to be completed within a 30 day period.

Appendix 3 Sidewalk/Bike Path Sweeping Schedule

#1

Airport & Parks Section
Airport Rd. between Glades Rd & 40th St
El Rio between Glades Rd & NW 40th St
Meadows Park- NW 8th St
NE 5th between 42nd & 43rd St
NE 20th
NE 5th Ave from Federal Hwy to Palmetto Park Rd.

#2

NW Section
NW 3rd Ave between 40th & NW 45th St
NW 4th Ave between Palmetto Park & NW 20th St
NW 5th Ave between NW 20th St – NW 40th ST
NW 7th ST between 4th Ave & Paloma
NW 13th St between 12th Ave & NW 15th Ave
NW 40th St between NW 2nd Ave & Military Trail
NW 51st St between NW 2nd Ave & NW 5th Ave
NW 51st St between Military Trail & Jog Rd
Potomac Rd between Military Trail & Powerline Rd
Verde Trails – North & South to Circle
Paloma between Palmetto Park & NW 7th ST
Spanish River Library Path

#3

N/ Parks Section
Jeffery St between NW 2nd Ave – I- 95
N Federal Hwy from Eddy St & C-15 Canal
Palmetto Park Rd between 9th Ave & NW 7th Ave
El Rio Trail from 40th St to 51st St
Patch Reef Trail – Glades Rd to Yamato Rd

#4

A1A N & S / Camino Real Section
Bike lane A1A from Boca to Deerfield/ outside
Sidewalk A1A from Boca to Deerfield
Bike lane Camino Real From A1A to Federal Hwy

#5

SW Section
SW 12th Ave from Palmetto Park Rd. to SW 18th St.