



LTSWMP DEVELOPMENT RESOURCE

POST CONSTRUCTION STORMWATER CONTROLS

All new developments with private storm drain facilities are required to sign a Stormwater System Operation & Maintenance Agreement with Lehi City and to develop a Stormwater System Operation & Maintenance Plan (SSOMP). This is to ensure that proper maintenance is done to keep private storm drain facilities in working order and to prevent storm water pollution in day-to-day operations.

Stormwater System Operation & Maintenance Agreement

This is a signed agreement between the facility owner and Lehi City. It is recorded in the County Recorder's Office, and it runs with the land, binding all present and subsequent owners of the facility. Below is a summary of the key points of the agreement.

- The owner agrees to construct the storm water facility according to the development plans and specifications that were approved by Lehi City.
- The owner will maintain the storm water system in good working condition at their own cost and expense.
- The owner will inspect the storm water system annually and submit an inspection report to Lehi City by June 30th or each year.
- The owner gives Lehi City and its employees permission to enter the property and inspect the storm water facility to ensure adequate maintenance is being performed.
- If Lehi City finds any deficiencies in the storm water facility, they will send the owner written notice of the deficiencies and give the owner a reasonable timeframe (not less than 60 days) to address the deficiencies.
- The owner will, at their own expense, make any repairs required by Lehi City within the timeframe set.
- If the owner fails to make the repairs required by Lehi City within 30 days of their second notification, the City may issue a citation punishable as a misdemeanor and give written notice that the facility storm drain connection will be disconnected.
- In the event that the storm drain connection is disconnected, the owner shall reimburse the City for any costs related to the storm drain disconnection within 30 days. After 30 days, the amount shall be deemed delinquent and will be subject to an interest rate of 10% per annum.

This is only a summary and is not meant to replace the agreement. It is strongly recommended that the owner read and understand the agreement before signing. A copy of the agreement can be found in **Appendix A**.

Stormwater System Operation & Maintenance Plan (SSOMP)

Along with signing the agreement, you are required to develop a SSOMP. This plan must contain the following items:

- The name and address of the site
- The owner's name, address, telephone number, and email address. Please note that this must be the information of the person who will be responsible for the facility post-construction. This is not the construction operator).
- The name, address, telephone number, and email address of the individual who will be responsible for maintenance of the storm drainage system post-construction.
- A list of potential sources of pollution for the site
- A statement that employees and maintenance contractors will receive appropriate training.
- A statement that the owner will send an inspection and maintenance report to Lehi City annually.
- The following contact information:
 - Mailing Address:
Lehi City Stormwater Division
2538 North 300 West
Lehi, Utah 84043
 - Email Address:
lehicitystormwater@gmail.com
- A site map showing the storm drainage system and any applicable detail drawings for system maintenance.
- Standard Operating Procedures (SOPs) to be used in day-to-day operations such as solid waste management, parking lot sweeping and maintenance, landscaping maintenance, etc.
- A spill response plan.
- An inspection log with recommended inspection frequency.
- A maintenance log.
- A training log.

Your SSOMP will be reviewed by the SWMP Engineer using the form located in **Appendix B**. Lehi City has created a template for you to use in developing your SSOMP. The SSOMP template is located in **Appendix C**. The template is also available as a Word document and can be obtained from the Lehi City Planning Department or from the Lehi SWMP Engineer.

Lehi SWMP Engineer:
lehicitystormwater@gmail.com

Appendix A: Stormwater System Operation & Maintenance Agreement. This is the agreement you will sign with Lehi City after your SSOMP has been approved.

When recorded, mail to:

Insert Address

Affects Parcel No(s): _____

STORMWATER SYSTEM OPERATIONS AND MAINTENANCE AGREEMENT

This Long-Term Stormwater Management Agreement (“Agreement”) is made and entered into this _____ day of _____, 20_____, by and between Lehi City, a Utah municipal corporation (“City”), and

_____, a _____ (“Owner”).

RECITALS

WHEREAS, the City is authorized and required to regulate and control the disposition of storm and surface waters within the MS4, as set forth in the Lehi City Stormwater Ordinance, as amended (“Ordinance”), adopted pursuant to the Utah Water Quality Act, as set forth in *Utah Code Ann.* §§ 19-5-101, *et seq.*, as amended (“Act”); and

WHEREAS, the Owner hereby represents and acknowledges that it is the owner in fee simple of certain real property more particularly described in Exhibit “A,” attached hereto and incorporated herein by this reference (“Property”); and

WHEREAS, the Owner desires to build or develop the Property and/or to conduct certain regulated construction activities on the Property which will alter existing storm and surface water conditions on the Property and/or adjacent lands; and

WHEREAS, in order to accommodate and regulate these anticipated changes in existing storm and surface water flow conditions, the Owner is required to build and maintain at Owner’s expense a storm and surface water management facility or improvements (“Stormwater Facilities”); and

WHEREAS, the Stormwater Facilities are more particularly described and shown in the final site plan or subdivision approved for the Property and related engineering drawings, and any amendments thereto, which plans and drawings are on file with the City and are hereby incorporated herein by this reference (“Development Plan”); and

WHEREAS, summary description of all Stormwater Facilities, details and all appurtenance draining to and affecting the Stormwater Facilities and establishing the standard operation and routine maintenance procedures for the Stormwater Facilities, and control measures installed on the Property, (“Stormwater System Operations and Maintenance Plan”) more particularly shown in Exhibit “B” on file with the City Recorder and,

WHEREAS, a condition of Development Plan approval, and as required as part of the City’s Small MS4 UPDES General Permit from the State of Utah, Owner is required to enter into this Agreement establishing a means of documenting the execution of the Stormwater System Operations and Maintenance Plan and,

NOW, THEREFORE, in consideration of the benefits received and to be received by the Owner, its successors and assigns, as a result of the City’s approval of the Stormwater System Operations and Maintenance Plan, and the mutual covenants contained herein, the parties agree as follows:

AGREEMENT

Section 1

Construction of Stormwater Facilities. The Owner shall, at its sole cost and expense, construct the Stormwater Facilities in accordance with the Development Plans and specifications, and any amendments thereto which have been approved by the City.

Section 2

Maintenance of Stormwater Facilities. The Owner shall, at its sole cost and expense, adequately maintain the Stormwater Facilities. Owner’s maintenance obligations shall include all system and appurtenance built to convey stormwater, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance, for purposes of this Agreement, is defined as good working condition so that the Stormwater Facilities are performing their design functions. The Owner shall, at its sole cost and expense, perform all work necessary to keep the Stormwater Facilities in good working condition.

Section 3

Annual Maintenance Report of Stormwater Facilities. The Owner shall, at its sole cost and expense, inspect the Stormwater Facilities and submit an inspection report and certification to the MS4 annually. The purpose of the inspection and certification is to assure safe and proper functioning of the Stormwater Facilities. The annual inspection shall cover all aspects of the Stormwater Facilities, including, but not limited to, the parking lots, structural improvements, berms, channels, outlet structure, pond areas, access roads, vegetation, landscaping, etc. Deficiencies shall be noted in the inspection report. The report shall also contain a certification as to whether adequate

maintenance has been performed and whether the structural controls are operating as designed to protect water quality. The annual inspection report and certification shall be due by June 30th of each year and shall be on forms acceptable to the City.

Section 4

Access and Inspections. The Owner hereby grants permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the Stormwater Facilities upon reasonable notice not less than three business days to the Owner. Such inspections shall be conducted in a reasonable manner and at reasonable times, as determined appropriate by the City. The purpose of the inspection shall be to determine and ensure that the Stormwater Facilities are being adequately maintained, are continuing to perform in an adequate manner, and are in compliance with the Act, the Ordinance, and the Stormwater Facilities Maintenance Plan.

Section 5

Notice of Deficiencies. If the City finds that the Stormwater Facilities contain any defects or are not being maintained adequately, the City shall send Owner written notice of the defects or deficiencies and provide Owner with a reasonable time. Such notice shall be confirmed delivery to the Owner or sent certified mail to the Owner at the address listed on the County Tax Assessor.

Section 6

Owner to Make Repairs. The Owner shall, at its sole cost and expense, make such repairs, changes or modifications to the Stormwater Facilities as may be determined as reasonably necessary by the City within a risk specific determined cure period to ensure that the Stormwater Facilities are adequately maintained and continue to operate as designed and approved. The Owner acknowledges any damage resulting from such defects and deficiencies is their cost liability.

Section 7

City's Corrective Action Authority. In the event the Owner fails to adequately maintain the Stormwater Facilities in good working condition acceptable to the City, after due notice of deficiencies as provided in Section 5 and failure to cure, then, upon Owner's failure to cure or correct within thirty days following a second notice delivered to Owner, the City may issue a Citation punishable as a Misdemeanor in addition to any State or EPA fine. The City may also give written notice that the facility storm drain connection will be disconnected. Any damage resulting from the disconnection is subject to the foregoing cure periods. It is expressly understood and agreed that the City is under no obligation to maintain or repair the Stormwater Facilities, and in no event shall this Agreement be construed to impose any such obligation on the City. The actions described in this Section are in addition to and not in lieu of any and all equitable remedies available to the City as provided by law for Owner's failure to remedy deficiencies or any other failure to perform under the terms and conditions of this Agreement.

Section 8

Reimbursement of Costs. In the event the City, pursuant to this Agreement, incurs any costs, or expends any funds resulting from enforcement or cost for labor, use of equipment, supplies, materials, and the like related to storm drain disconnection from the City system, the Owner shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City. After said thirty (30) days, such amount shall be deemed delinquent and shall be subject to interest at the rate of ten percent (10%) per annum. Owner shall also be liable for any collection costs, including attorneys' fees and court costs, incurred by the City in collection of delinquent payments.

Section 9

Successor and Assigns. This Agreement shall be recorded in the County Recorder's Office and the covenants and agreements contained herein shall run with the land and whenever the Property shall be held, sold, conveyed or otherwise transferred, it shall be subject to the covenants, stipulations, agreements and provisions of this Agreement which shall apply to, bind and be obligatory upon the Owner hereto, its successors and assigns, and shall bind all present and subsequent owners of the Property described herein.

Section 10

Severability Clause. The provisions of this Agreement shall be severable and if any phrase, clause, sentence or provision is declared unconstitutional, or the applicability thereof to the Owner, its successors and assigns, is held invalid, the remainder of this Covenant shall not be affected thereby.

Section 11

Utah Law and Venue. This Agreement shall be interpreted under the laws of the State of Utah. Any and all suits for any claims or for any and every breach or dispute arising out of this Agreement shall be maintained in the appropriate court of competent jurisdiction in Salt Lake County, Utah.

Section 12

Indemnification. This Agreement imposes no liability of any kind whatsoever on the City, and the Owner agrees to hold the City harmless from any liability in the event the Stormwater Facilities fail to operate properly. The Owner shall indemnify and hold the City harmless for any and all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against the City from failure of Owner to comply with its obligations under this agreement relating to the Stormwater Facilities.

Section 13

Amendments. This Agreement shall not be modified except by written instrument executed by the City and the Owner of the Property at the time of modification, and no modification shall be effective until recorded in the Salt Lake County Recorder's Office.

Section 14

Subordination Requirement. If there is a lien, trust deed or other property interest recorded against the Property, the trustee, lien holder, etc., shall be required to execute a subordination agreement or other acceptable recorded document agreeing to subordinate their interest to the Agreement.

Section 15

Exhibit B. The Stormwater Operations and Maintenance Plan must adapt to change in good judgment when site conditions and operations change and when existing programs are ineffective. Exhibit B will not be filed with the agreement at County Recorder but is included by reference and kept on file with the City Recorder. Revision applications must be filed with the [INSERT MUNICIPALITY] and amended into the Stormwater System Operations and Maintenance Plan on file with the [INSERT MUNICIPALITY] City recorder.

STORMWATER SYSTEM OPERATIONS AND MAINTENANCE AGREEMENT

PROPERTY OWNER

By: _____ Title: _____

By: _____ Title: _____

STATE OF UTAH)

:ss.

COUNTY OF)

The above instrument was acknowledged before me by _____, this _____ day of _____, 20_____.

Notary Public
Residing in: _____
My commission expires: _____

_____ **CITY**

By: _____ Date: _____
Mayor _____

Attest: _____
City Recorder

STATE OF UTAH)

:ss.

COUNTY OF)

The above instrument was acknowledged before me by _____, this _____ day of _____, 20_____.

Notary Public
Residing in: _____
My commission expires: _____
Attachments:

Exhibit A: Legal Description

Exhibit B: Stormwater System Operations and Maintenance Plan; Filed with [INSERT MUNICIPALITY] City Recorder

Appendix B: SSOMP Review Form. This is the form that will be used to evaluate your SSOMP.



STORWATER SYSTEM OPERATION & MAINTENANCE PLAN REVIEW CHECKLIST

POST-CONSTRUCTION STORM WATER MANAGEMENT

The following pages contain the checklist that is used to review Stormwater System Operation & Maintenance Plans (SSOMPs), previously referred to as Long Term Stormwater Management Plans (LTSWMPs). The checklist is based on the Lehi City Stormwater System Operation & Maintenance Plan Template. The Lehi City Template is based on the USWAC Stormwater System O&M Plan Template, but it has been adapted to contain Lehi City specific information as well as for clarity and ease of use. The Lehi City SSOMP Template and Checklist do not exceed the requirements laid out in the USWAC SSOMP Template.

This review checklist has been made publicly available to clarify Lehi City's expectations when it comes to SSOMPs and aid in their development. The following items explain how this checklist will be used to review your SSOMP. Any time an applicant is required to make changes to their SSOMP, it is due to a failure to meet the requirements laid out in this checklist. All SSOMP submissions should be send to lehicitystormwater@gmail.com.

Title Page:

All checkbox items in the title page section must be addressed for your SSOMP to be approved.

Section 1: Site Description, Use, and Impact

Answering "No" to any items in this section will result in your SSOMP **NOT** being approved. In most cases, the answers should be "Yes", but in situations where the item is not applicable to your specific site the answer may be "N/A".

Section 2: Training

The answers in this section must be "Yes" for your SSOMP to be approved.

Section 3: Recordkeeping

The answers in this section must be "Yes" for your SSOMP to be approved.

Section 4: Appendices

For questions with the options "Yes" and "No", the answers must be "Yes" for your SSOMP to be approved. For questions with the options "Yes", "No", and "N/A" the answers in most cases should be "Yes", but in situations where the item is not applicable to your specific site the answer may be "N/A". Answering "No" to any items in this section will result in your SSOMP **NOT** being approved.



Lehi Stormwater System Operation & Maintenance Plan Review Checklist

Site Name:	<u>Test Site 1</u> <u>84XR+P3 Lehi, UT, UT</u>	Inspector:	Shelbey Brewer
Permit #:		Inspection Frequency:	
Date of Visit:	Feb 29, 2024, 1:02:42 PM	Last Rain Event --	Last Precipitation Tuesday, February 27, 2024, 0.13" 48h Forecast 93% Chance of Rain

Title Page

Does the title page contain the required Development Information?

Development Name Address

City, State, Zip Code

Does the title page contain the required Owner Information?

Company Name on Legal Records

Owner of Record Name Address

City, State, Zip Code Phone Number

Email

Does the title page contain the required Operation and Maintenance Contact Information?

Site Manager, Company Representative, Property Agent, HOA Representative, responsible for operations and maintenance etc.

Phone Number Email

Section 1: Site Description, Use, and Impact

Does the SSOMP accomplish the following?

Parking Sidewalk, and Flatwork

Describe the impervious infrastructure and how it and its maintenance practices can impact surface and groundwater quality. Acknowledge how poor maintenance can increase risks to flood and water quality and increase maintenance costs. Identify the necessary SOPs and include them in Appendix B.

Yes No N/A

Landscaping

Describe the landscape infrastructure and how it and its maintenance practices impact our flood and water quality system. Also include description of any LID if used, to manage the retention standard. Acknowledge how poor maintenance impacts the 80th percentile retention infrastructure. If LID is used, describe its benefit and the effects of poor maintenance practices. Identify the necessary SOPs and include them in Appendix B.

Yes No N/A

Flood and Water Quality Control System

Describe the stormwater system including surface grading, conveyance system, runoff storage, retention and detention storage, manufactured treatment devices, and when used, any LID. Describe the potential risks and expected maintenance of the stormwater system.

Yes No N/A

Waste Management

Describe the waste management system infrastructure and how it and its maintenance practices impact our system and water quality. Provide necessary trash management SOPs and include them in Appendix B.

Yes No N/A



Lehi Stormwater System Operation & Maintenance Plan Review Checklist

Site Name:	<u>Test Site 1</u> <u>84XR+P3 Lehi, UT, UT</u>	Inspector:	Shelbey Brewer	
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Date of Visit:	Feb 29, 2024, 1:02:42 PM	Last Rain Event --	Last Precipitation Tuesday, February 27, 2024, 0.13"	48h Forecast 93% Chance of Rain

Utility System

Describe the utility infrastructure and how it and its maintenance practices impact our system and water quality. Identify any necessary SOPs and include them in Appendix B.

 Yes No N/A

Snow and Ice Removal Management

Describe the snow and ice operations and how they can impact our system and water quality. Identify the necessary SOPs and include them in Appendix B.

 Yes No N/A

Equipment / Outside Storage

Describe any outside storage facilities or operations and how they can impact our system and water quality. Identify the necessary SOPs and include them in Appendix B.

 Yes No N/A

Other Infrastructure or Operations that are Unique to this Site

Describe any other site infrastructure or operations unique to this property which impact our systems and water quality. Identify the necessary SOPs and include them in Appendix B.

 Yes No N/A

Section 2: Training

Does the SSOMP address the training of employees and maintenance contractors?

 Yes No

Section 3: Recordkeeping

Does the SSOMP contain the requirement to maintain records of operation and maintenance activities and mail or email a copy of the record to Lehi City annually?

 Yes No

Does the SSOMP contain the Lehi City Stormwater Division mailing address and email address? 2538 North 300 West, Lehi, Utah 84043, lehicystormwater@gmail.com

 Yes No

Section 4: Appendices

Appendix A - Site Drawing and Details

Does the SSOMP include final grading and drainage plan sheets from the civil drawings and details as well as any specific notes or markers that will assist with inspection and maintenance requirements?

 Yes No

Appendix B - SOPs

Does the SSOMP include an appropriate Pavement Sweeping SOP that has been updated to reflect the site's unique conditions?

 Yes No N/A



Lehi Stormwater System Operation & Maintenance Plan Review Checklist

Site Name:	<u>Test Site 1</u> <u>84XR+P3 Lehi, UT, UT</u>	Inspector:	Shelbey Brewer
Permit #:		Inspection Frequency:	
Date of Visit:	Feb 29, 2024, 1:02:42 PM	Last Rain Event --	Last Precipitation Tuesday, February 27, 2024, 0.13" 48h Forecast 93% Chance of Rain

Does the SSOMP include an appropriate Landscape Maintenance SOP that has been updated to reflect the site's unique conditions?

 Yes No N/A

Does the SSOMP include an appropriate Waste Management SOP?

 Yes No N/A

Does the SSOMP include an appropriate Flood and Water Quality System SOP that has been updated to reflect the site's unique conditions?

 Yes No N/A

Does the SSOMP include an appropriate Pavement Washing SOP that has been updated to reflect the site's unique conditions?

 Yes No N/A

Does the SSOMP include an appropriate Snow and Ice Removal Management SOP?

 Yes No N/A

Does the SSOMP include an appropriate General Construction Maintenance SOP that has been updated to reflect the site's unique conditions?

 Yes No N/A

Does the SSOMP include an appropriate Spill Control SOP that has been updated to reflect the site's unique conditions?

 Yes No N/A

If the site's unique conditions require additional SOPs, have appropriate SOPs been included in Appendix B

 Yes No N/A

Appendix C - Plan Recordkeeping Documents

Does the SSOMP include a Maintenance/Inspection Schedule with appropriate frequency?

 Yes No

Does the SSOMP include a Maintenance Log?

 Yes No

Does the SSOMP include a space to record an Annual Summary of SSOMP effectiveness?

 Yes No

Does the SSOMP include an SOP Training Log?

 Yes No

Appendix D - Support Design Reports and Documents

Does the SSOMP include any applicable drainage reports, geotechnical reports, LID feasibility analysis, UIC registration, etc.?

 Yes No N/A

Will the SSOMP be approved by Lehi City?

 Yes No

Comments:

This inspection is being used as an example form for the Lehi City website.

Appendix C: Lehi City SSOMP Template. A Word document of this template can be obtained from the Lehi City Planning Department or from the SWMP Engineer.

EXHIBIT A

Include this EXHIBIT with the agreement document to be recorded. The text below that does not apply will need to be deleted along with all red instruction text.

For properties that are not part of a residential or commercial subdivision, provide the parcel number and a legal description for the property.

Replace this text with the parcel #

Replace this text with the legal description

OR

For properties that are a LOT in a commercial subdivision, provide the LOT and parcel number and refer to the newly recorded subdivision by the title it is recorded by in the Utah County Recorder's Office.

Replace this text with the parcel #

Replace this text with the LOT #

Replace this text with the plat title and the township and range as it is recorded on the plat

OR

For properties that are a private residential subdivision, refer to the newly recorded subdivision by the title it is recorded by in the Utah County Recorder's Office.

All parcels of

Replace this text with the plat title and township and range as it is recorded on the plat

EXHIBIT B

Stormwater System Operation and Maintenance Plan for:

All red instruction text needs to be deleted from the final plan

Replace the following text with:

Insert Development Name
Address
City, State, Zip Code

Company Name on Legal Records
Owner of Record Name (at time of recording)
Address
City, State, Zip Code
Phone Number
Email

Stormwater System Operations and Maintenance contact for addressing regular site operations, inspections, and annual reporting regarding this property. Contacts will often require updating as property staff or ownership changes

Site Manager, Company Representative, Property Agent, HOA Representative, responsible for operations and maintenance etc.
Phone Number
Email Address

PURPOSE AND RESPONSIBILITY

The Clean Water Act regulates development to protect water resources. The resulting Lehi City Municipal Separate Storm Sewer Systems (MS4) Permit regulates development to design with water quality approaches and to show that maintenance adequately contains and controls pollution generated on the property.

The Utah Stormwater Advisory Committee, formed to support the Utah Department of Environmental Quality, Division of Water Quality CWA obligations, recommends the Stormwater System Operations and Maintenance Plan program to achieve the MS4 obligations and to foster uniformity across municipalities.

The Stormwater System Operations and Maintenance Plan, prepared by the designers of this property, is intended to help site staff and service contractors understand the property's flood and water quality control system and why adequate maintenance is necessary for sufficient flood control protection and to prevent pollutants in the runoff from affecting the environment. Ultimately, good maintenance helps improve the quality of life in the communities where we live and visit.

This Stormwater System Operation and Maintenance Plan describes the systems, operations, and minimum operating procedures necessary to manage pollutants on this property. Any activities or site operations on this property that contaminate water entering the City's stormwater system or groundwater and results in loose litter must be prohibited.

This Stormwater System Operation and Maintenance Plan is aimed at preventing the Spring Creek, Jordan River, and Utah Lake impairments.

Spring Creek Impairments:

- E. coli
- Temperature
- Dissolved Oxygen

Jordan River Impairments:

- Total Dissolved Solids (TDS)
- Arsenic

Utah Lake Impairments

- Eutrophication
- PCBs in Fish Tissue

- E. coli
- Harmful Algal Blooms
- Phosphorus
- Total Dissolved Solids (TDS)

Contents

Section 1: Site Description, Use, and Impact

Section 2: Training

Section 3: Recordkeeping

Section 4: Appendices

SECTION 1: SITE DESCRIPTION, USE, AND IMPACT

By living in urban communities, every property has runoff that can potentially affect the quality of water that drains to waterways and the ground. To manage flooding, control water pollution, and manage cost, it is vital we understand how our flood and water quality system works.

Our site infrastructure is limited at controlling and containing pollutants. If our property and operations are managed improperly, we will contaminate local water resources. This Stormwater System Operation and Maintenance Plan includes standard operating procedures intended to help us responsibly manage our grounds. Standard Operating Procedures are filed in Appendix B.

Parking, Sidewalk, and Flatwork

Describe the impervious infrastructure and how it and its maintenance practices can impact surface and groundwater quality. Acknowledge how poor maintenance can increase risks to flood and water quality and increase maintenance costs. Identify the necessary SOPs and include them in Appendix B.

The following text is suggested for your convenience. **If used, the property owner and design team are expected to modify the suggested text to represent the site's unique infrastructure, operations, and conditions.**

Any sediment, leaves, debris, spilt fluids, or other waste that collects on our parking areas, sidewalks, and other pavements will be carried by runoff to our flood and water quality control system. Any solids will fill in our system, requiring removal and cleaning. Any solid material, dissolved solids, and liquids mixed with runoff can contaminate surface water and potentially groundwater, for which we are responsible.

Landscaping

Describe the landscape infrastructure and how it and its maintenance practices impact our flood and water quality system. Also include description of any LID if used, to manage the retention standard. Acknowledge how poor maintenance impacts the 80th percentile retention infrastructure. If LID is used, describe its benefit and the effects of poor maintenance practices. Identify the necessary SOPs and include them in Appendix B.

The following text is suggested for your convenience. **If used, the property owner and design team are expected to modify the suggested text to represent the site's unique infrastructure, operations, and conditions.**

Our landscape operations can result in grass clippings, sticks, branches, dirt, mulch, fertilizers, herbicides, and pesticides collecting on our paved areas. When left on pavements, these solids will fill in our flood and water quality system, requiring removal and cleaning. Any dissolved solids and liquids mixed with runoff can contaminate surface water and potentially groundwater, for which we are responsible.

Flood and Water Quality Control System

Describe the stormwater system including surface grading, conveyance system, runoff storage, retention and detention storage, manufactured treatment devices, and when used, any LID. For design and planning assistance, visit <https://www.epa.gov/npdes/stormwater-planning>

Flood and water quality systems can usually be separated into 3 primary approaches or variations of each scenario.

1. Directly connected chamber/drywell systems in combination with a manufactured treatment device (MTD). Scenario (1) appears to be the current trend. Generally, these systems concentrate runoff and pollution into a smaller space, increasing the risk for inadequate infiltration rates and groundwater contamination. Maintenance frequency is likely more frequent and spill mitigation of contaminated ground can also be significantly more expensive.
2. Surface pocket retention/detention pond Low Impact Development (LID) systems. These systems are usually legacy high-back curb, inlets, pipe, detention systems with a water quality retention volume. Many times, these systems can warrant an MTD. Generally, these systems concentrate runoff and pollution into a smaller space, increasing risk for inadequate infiltration resulting in long-term surface water ponding.
3. LID approaches. The better LID approaches more evenly distribute runoff across the site and usually pretreat runoff with natural processes prior to discharging to retention/detention areas for managing excess flood control volume or can be combined. Better LID designs can sometimes replace the need for an MTD. Generally, these systems distribute runoff and pollution better, decreasing inadequate infiltration and groundwater contamination risk. Spill mitigation cost risks are also likely less.

Tweak the suggested language to fit your unique flood and water quality control design.

This paragraph is suggested language for the directly connected chamber/drywell approaches.

Our flood and water quality control system collects runoff directly from pavements with inlets and pipes. The pipes carry runoff and anything washed off our pavement directly to our manufactured treatment device and to our underground chamber retention/detention system designed to retain and infiltrate the first 0.5 inches of runoff. Our manufactured treatment device is a [INSERT MANUFACTURED TREATMENT DEVICE] and only captures sediments and floating material. Pollution that dissolves in water is not treated and anything else that can bypass runoff events will drain into the ground. The runoff in excess of the retention volume is released to the Lehi City System at [INSERT DISCHARGE RATE] cfs. The entire system is designed to manage the peak volume runoff for the 100-year storm event.

This paragraph is suggested for the surface pocket retention/detention pond LID approach.

Our flood and water quality control system collects runoff and anything washed off our pavements directly into our pocket retention/detention pond system. Directing runoff to surface retention/detention ponds reduces our impact by trapping solids on the surface and treating dissolved pollutants using plants and soil biology. The first 0.5 inches of runoff is retained and infiltrated into the ground. The runoff in excess of the retention volume is released to the Lehi City System at [INSERT DISCHARGE RATE] cfs. The entire system is designed to manage the peak runoff volume for the 100-year storm event.

This paragraph is suggested for the LID approach.

Our flood and water quality control system carries runoff directly into landscaping swales, rain gardens, and open landscaping areas. Directing runoff to surface areas reduces our impact by trapping solids on the surface and treating dissolved pollutants using plants and soil biology. Evenly distributing runoff across our property also reduces the time runoff will pond on the surface. The first 0.5 inches of runoff is retained and infiltrated into the ground within the swales, rain gardens, and landscape systems, and the excess treated runoff spills into our underground chamber system or aboveground detention pond where it is detained and released to the Lehi City system at [INSERT DISCHARGE RATE] cfs. The entire system is designed to manage the peak runoff volume for the 100-year storm event.

The following 2 paragraphs are common for all 3 scenarios.

Treating and infiltrating runoff from our property is required by the Clean Water Act and is intended to protect streams, rivers, and groundwater. It is important that we regularly maintain our system and diligently follow our standard operating procedures to manage and prevent

pollution with potential to dissolve and mix with runoff, damaging surface and subsurface water resources, for which we are responsible.

Also, anything we allow to reach our surface low impact system, manufactured treatment device, and underground chamber system will fill it with sediment and debris, increasing maintenance costs. It is important to follow our standard operating procedures to help manage site maintenance costs and ensure our system is working properly.

Waste Management

Describe the waste management system infrastructure and how it and its maintenance practices impact our system and water quality. Provide necessary trash management SOPs and include them in Appendix B.

The following text is suggested for your convenience. **If used, the property owner and design team are expected to modify the suggested text to represent the site's unique infrastructure, operations, and conditions.**

Good waste management systems, if managed improperly, can become the source of the very pollution it was intended to manage. Closing the lids of our dumpsters and trash receptacles is necessary to prevent lightweight trash from being carried off by wind, and precipitation exposure causing liquids to leak to our pavement and from haul trucks. In addition, our dumpster pad slopes toward our pavement and any leaks can leach into runoff, staining our pavement, increasing odors, and increasing the risk to water resources.

Utility System

Describe the utility infrastructure and how it and its maintenance practices impact our system and water quality. Identify the necessary SOPs and include them in Appendix B.

The following text is suggested for your convenience. **If used, the property owner and design team are expected to modify the suggested text to represent the site's unique infrastructure, operations, and conditions.**

Our roof top utility system is exposed to our roof drains which drain to our pavements. This heating and air conditioner unit contains oils and other chemicals that can harm surface water and groundwater if allowed to reach our flood and water quality system.

Snow and Ice Removal Management

Describe the snow and ice operations and how they can impact our system and water quality. Identify the necessary SOPs and include them in Appendix B.

The following text is suggested for your convenience. **If used, the property owner and design team are expected to modify the suggested text to represent the site's unique infrastructure, operations, and conditions.**

Salt is a necessary pollutant and is vital to ensuring safe parking lots and pedestrian walkways. However, salt and other ice management chemicals, when improperly managed, will unnecessarily increase our salt impact on our own vegetation and local water resources. In addition, we need to minimize salt to maintain healthy root systems needed for optimum infiltration rates.

Equipment / Outside Storage

Describe any outside storage facilities or operations and how they can impact our system and water quality. Delete when not applicable. Identify the necessary SOPs and include them in Appendix B.

Add Infrastructure or Operations that are Unique to this Site

Describe any other site infrastructure or operations unique to this property which impact our systems and water quality. Delete when not applicable. Identify the necessary SOPs and include them in Appendix B.

SECTION 2: TRAINING

Ensure that all employees and maintenance contractors know and understand the standard operating procedures specifically written to manage and maintain the property. Maintenance contractors must use the stronger of their company and the Stormwater System Operations and Maintenance Plan standard operating procedures. File all training records in Appendix C.

SECTION 3: RECORDKEEPING

Maintain records of operation and maintenance activities in accordance with standard operating procedures. Mail a copy of the record to Lehi City annually.

Mailing Address:

Lehi City Stormwater Division

2538 North 300 West

Lehi, Utah 84043

Email Address:

lehicitystormwater@gmail.com

SECTION 4: APPENDICES

Modify appendix to match actual Stormwater System Operation and Maintenance Plan contents.

Appendix A-Site Drawings and Details

Appendix B-SOPs

Appendix C-Recordkeeping Documents

Appendix D-Drainage and Geotechnical Reports, UIC Registration

APPENDIX A – SITE DRAWINGS AND DETAILS

Insert final grading & drainage plan sheets from the site civil drawings and details following this page. Include any specific notes or markers to assist with inspection and maintenance requirements.

APPENDIX B -SOPS

Insert the site's unique SOPs following this page.

Instruction for writing SOPs

The purpose of the SOPs is to provide site managers, staff maintenance personnel and maintenance contractors adequate instruction necessary to maintain the property in an environmentally responsible manner.

Low Impact Development and 80th percentile infrastructure is not only new to many people, but it will also likely need regular maintenance to adequately provide long-term flood and environmental protection.

The following pages contain suggested SOP templates for typical developments; however, every site's conditions and operations are usually unique in many ways. The property owner and design team are expected to determine template applicability and modify the suggested text to the unique site infrastructure, its limitations, and operations. Ultimately, it is the property owner's and design team's responsibility to ensure the SOPs are adequate for managing their runoff impacts.

Lehi City also encourages the use of existing company SOPs modified and geared for this site's unique system operations. The use of the suggested SOPs and equivalent caliber company SOPs can reduce review iterations.

PAVEMENT SWEEPING

General:

This SOP is not expected to cover all necessary procedure actions. Operators are allowed to adapt SOPs to unique site conditions in good judgment when it is necessary for safety, and the proper and effective containment of pollutants; however, any changes of routine operations must be amended in this SOP.

1. Purpose:

- a) One of the primary contaminants in Spring Creek, Utah Lake, and the Jordan River is organic material.
- b) Any sediment, leaves, debris, spilt fluids, or other waste that collects on our parking areas and sidewalks will fill in our **low impact drainage system, retention/detention storage, manufactured treatment device, and/or underground retention/detention infiltration system**, increasing our maintenance costs. Removing these debris after they have washed to our flood and water quality system is very expensive.

2. Regular Procedure:

- a) Remain aware of minor sediment/debris and sweep or remove this material by other means as needed. Significant deposits will likely collect in autumn with leaf fall and early spring after winter thaw. Sweeping machinery is usually the best tool for this application.
- b) Regularly manage outside activities that spread fugitive debris on our pavements. This involves outside functions including but not limited to yard sales, yard storage, fund raisers, etc.
- c) Do not allow car wash fund raisers or other related activities. Detergents will damage water resources and washed pollutants will fill our storm drain system and drain into the ground, which we are responsible for.

3. Disposal Procedure:

- a) Dispose of hand collected material in dumpster.
- b) Use licensed facilities when haul off is necessary.

4. Training:

- a) Annually and at hire
- b) Inform staff and service contractors when incorrect SOP implementation is observed.

LANDSCAPE MAINTENANCE

General:

This SOP is not expected to cover all necessary procedure actions. Operators are allowed to adapt SOPs to unique site conditions in good judgment when it is necessary for safety, and the proper and effective containment of pollutants; however, any changes of routine operations must be amended in this SOP.

1. Purpose:

- a) One of the primary contaminants in Spring Creek, Utah Lake, and the Jordan River is organic material.
- b) Grass clippings, sticks, branches, dirt, mulch, fertilizers, pesticides, and other pollutants will fill our **low impact drainage system, retention/detention storage, manufactured treatment device, and/or underground retention/detention infiltration system**, increasing our maintenance costs. Removing these debris after they have washed to our flood and water quality system is very expensive.

2. Maintenance Procedure:

- a) Maintain healthy vegetation root systems. Healthy root systems will help improve permeable soils, maintaining more desirable infiltration rates in the landscape areas receiving runoff from our pavements.
- b) Grooming
 - Lawn Mowing – Immediately following operations, sweep or blow clippings onto vegetated ground.
 - Fertilizer Operations – Prevent overspray. Sweep or blow granular fertilizer onto vegetated ground immediately following operations.
 - Herbicide Operations – Prevent overspray. Sweep or blow granular herbicide onto vegetated ground immediately following operations.
 - Trash and Debris – Remove trash and debris that have collected within landscaping.
- c) Remove or contain all erodible or loose material prior to forecasted wind and precipitation events, before any non-stormwater will pass through the property, and at the end of the work period. Lightweight debris and landscape materials can require immediate attention when wind or rain is expected.
- d) Landscaping materials and waste can usually be contained or controlled by operational best management practices.
 - Operational; including but not limited to:

- Strategic staging of materials to eliminate exposure, such as not staging on pavement.
 - Avoiding multiple day staging of landscaping backfill and spoil on pavements.
 - Haul off spoil as generated daily.
 - Scheduling work when weather forecasts are clear.
- e) Cleanup:
- Use dry cleanup methods, e.g., square nosed shovel and broom. Conditions are usually sufficient when no more material can be swept onto the square nosed shovel.
 - Power blowing tools.

3. Waste Disposal:

- a) Dispose of waste according to General Waste Management SOP, unless superseded by specific SOPs for the operation.

4. Equipment:

- a) Tools sufficient for proper containment and removal of pollutants.

5. Training:

- a) Annually and at hire.
- b) Inform staff and service contractors when incorrect SOP implementation is observed.
- c) Landscape Service Contractors must use equal or better SOPs.

WASTE MANAGEMENT

General:

This SOP is not expected to cover all necessary procedure actions. Operators are allowed to adapt SOPs to unique site conditions in good judgment when it is necessary for safety, and the proper and effective containment of pollutants; however, any changes of routine operations must be amended in this SOP.

1. Purpose:

- a) Trash can easily blow out of dumpsters and trash receptacles.
- b) Liquids in our dumpsters can leak from our dumpsters as well as haul trucks, polluting waterways and subsurface soils, staining pavements, and increasing odors.

2. Procedure:

- a) Remain aware of the lids and keep them closed.
- b) Remain aware of and repair leaks. Minimize allowing disposal of liquids in our receptacles and dumpsters.
- c) Be aware of dumpster capacity and solve capacity issues. Leaving bags outside of dumpsters is not acceptable.

3. Waste Disposal Restrictions for all Waste Scheduled for the North Pointe Solid Waste landfill:

- a) Generally, most waste generated at this property, and waste from all spill cleanup operations can be disposed of in our dumpsters under the conditions listed in this SOP, unless specific disposal requirements are identified by the product SDS or otherwise specified in other SOPs.
- b) Know the facility disposal requirements and restrictions. It should not be assumed that all waste disposed of in collection devices will be disposed of at the North Pointe Solid Waste landfill.
- c) Review the North Pointe Solid Waste landfill regulations for additional restrictions and understand what waste is prohibited in the North Pointe Solid Waste landfill. Ensure the SDS and North Pointe Solid Waste landfill regulations are not contradictory. Generally, the North Pointe Solid Waste landfill regulations are:
 - Electronic waste, mattresses, dead animals, batteries, and refrigerators or appliances containing refrigerant should not be placed in trash receptacles or dumpsters but will be accepted at the transfer station. See the North Point Solid Waste Special Service District website for more information.

- Household hazardous waste (HHW) is accepted on a limited basis. See the North Pointe Solid Waste Special Service District website for more information.
- d) North Pointe Solid Waste Special Service District
- Address: 2000 W 200 S, Lindon UT 84042
 - Phone Number: 801-225-8538
 - Website: <https://www.utahcountygabage.org/>

4. Training:

- a) Annually and at hire.
- b) Inform staff and service contractors when incorrect SOP implementation is observed.

FLOOD AND WATER QUALITY SYSTEM

General:

This SOP is not expected to cover all necessary procedure actions. Operators are allowed to adapt SOPs to unique site conditions in good judgment when it is necessary for safety, and the proper and effective containment of pollutants; however, any changes of routine operations must be amended in this SOP.

1. Purpose:

- a) Our flood and water quality system will collect anything we leave in the way of runoff, which will fill in our **low impact drainage system, retention/detention storage, manufactured treatment device, and/or underground retention/detention infiltration system**, increasing maintenance costs. Removing these debris after they have washed to our flood and water quality system is very expensive.
- b) Any liquids or dissolved pollutants can increase the risk of contaminating groundwater, for which we are responsible.
- c) During very intense storm events, pollutants in excess runoff can bypass our system, increasing the risk of contaminating groundwater and surface waters.

2. Inspections:

- a) **Inspect manufactured treatment device for trash, oil, and sediment. Remove any floating trash at each inspection interval with rake or other means. Remove any oil sheen with absorbent materials. Remove sediment accumulations of 6" or more. This will usually require hydro-vacuum machinery.**
- b) **Inspect manufactured treatment device for mosquito larvae. Contact the Utah County Mosquito Abatement District when necessary.**
- c) **Inspect underground retention/detention infiltration system for liquid or solid pollutants that can pollute subsurface soils. There is no vegetation and less soil biology in these systems to break down harmful chemicals, so extra measures need to be taken to prevent them from entering the system. Find the sources of these pollutants and prevent them from entering the system.**
- d) **Inspect underground retention/detention infiltration system for sediment and debris accumulations. Remove sediment and debris accumulation when volume capacities drop below 90%. Removal will require hydro-vacuum machinery.**
- e) **Inspect sediment accumulations in aboveground detention/retention infrastructure. Remove sediment accumulation when volume capacities drop below 90%.**

- f) Regularly remove trash and debris from landscaping areas and above ground low impact flood control systems with regular grooming operations. Inspect sediment accumulations in low impact flood control systems. Remove accumulations when volumes within the swales, rain gardens, and landscape areas drop below 90%.
- g) Inspect low impact flood control system for adequate drainage and vegetation coverage. Poor drainage can be improved by maintaining healthy plant root systems.
- h) Inspect flood design and retention system high water levels following significant storm events. The retention and detention depths should not exceed the depths shown on the plans for the respective storm event volumes. Contact an engineer when high water depths shown within plans are not consistent with the storm event.
- i) Inspect surface water ponding. Water should not remain for more than 48 hours. Contact an engineer when the system is not draining. We should reduce site irrigation overspray as this could keep our pond wet all the time.

3. Disposal Procedure:

- a) Remove and dispose of sediment and debris at licensed facilities. Also, dry waste can be disposed of in your dumpster as permitted by the North Pointe Solid Waste landfill.
- b) Disposal of hazardous waste:
 - Dispose of hazardous waste at regulated disposal facilities. Follow SDS Sheets. Also see Waste Management and Spill Control SOPs.

4. Training:

- a) Annually and at hire.
- b) Inform staff and service contractors when incorrect SOP implementation is observed.

Add manufacturer's O&M literature for proprietary flood and water quality systems behind this SOP and address any differences with minimums of this Flood and Water Quality System SOP template.

PAVEMENT WASHING

General:

This SOP is not expected to cover all necessary procedure actions. Operators are allowed to adapt SOPs to unique site conditions in good judgment when it is necessary for safety, and the proper and effective containment of pollutants; however, any changes of routine operations must be amended in this SOP.

1. Purpose:

- a) Pavement washing involving detergents can potentially contaminate groundwater with phosphates and with whatever we are washing from pavements.
- b) Pavement washing can fill our **low impact drainage system, retention/detention storage, manufactured treatment device, and/or underground retention/detention infiltration system**, increasing our maintenance costs. Removing these debris after they have washed to our flood and water quality system is very expensive.

2. Procedure:

- a) Prevent waste fluids and any detergents, if used, from entering storm drain system. The following methods are acceptable for these operations:
 - Dam the inlet using a boom material that seals itself to the pavement and pick up the wastewater with shop-vacuum or absorbent materials.
 - Collect wastewater with shop-vacuum simultaneous with the washing operations.
 - Collect wastewater with vacuum truck or trailer simultaneous with the washing operation.
- b) This procedure must not be used to clean the initial spills. First apply the Spill Containment and Cleanup SOP, followed by pavement washing when desired or necessary.

3. Disposal Procedure:

- a) Small volumes of diluted washing waste can usually be drained to the local sanitary sewer. Contact the Timpanogos Special Service District prior to disposing of wash water this way.
- b) Large volumes must be disposed of at regulated facilities.

4. Pavement Cleaning Frequency:

- a) There is no regular pavement washing regimen. Pavement washing is determined by conditions that warrant it, including but not limited to prevention of slick or other hazardous conditions, or to restore acceptable appearance of pavements.

5. Training:

- a) Annually and at hire.
- b) Inform staff and service contractors when incorrect SOP implementation is observed.

SNOW AND ICE REMOVAL MANAGEMENT

General:

This SOP is not expected to cover all necessary procedure actions. Operators are allowed to adapt SOPs to unique site conditions in good judgment when it is necessary for safety, and the proper and effective containment of pollutants; however, any changes of routine operations must be amended in this SOP.

1. Purpose:

- a) Salt and other ice management chemicals, if improperly managed, will unnecessarily increase our salt impact on our own vegetation and local water resources.
- b) We need to maintain healthy root systems to help maintain optimum infiltration rates.

2. De-Icing Procedure:

- a) Do not store or allow salt or equivalent to be stored on outside paved surfaces.
- b) Minimize salt use by varying salt amounts relative to hazard potential.
- c) Sweep excessive piles left by the spreader.
- d) Watch the weather forecast. When temperatures are expected to increase and the risk is low, adjust salt amounts the same day.

3. Training:

- a) Annually and at hire.
- b) Require snow and ice service contractors to follow the stronger of this SOP and their company SOPs.

GENERAL CONSTRUCTION MAINTENANCE

General:

This SOP is not expected to cover all necessary procedure actions. Operators are allowed to adapt SOPs to unique site conditions in good judgment when it is necessary for safety, and the proper and effective containment of pollutants; however, any changes of routine operations must be amended in this SOP.

1. Purpose:

- a) Any sediment, debris, or construction waste will fill our **low impact drainage system, retention/detention storage, manufactured treatment device, and/or underground retention/detention infiltration system**, increasing our maintenance costs. Removing these debris after they have washed to our flood and water quality system is very expensive.

2. Construction Procedure:

- a) Remove or contain all erodible or loose material prior to forecasted wind and precipitation events or before non-stormwater will pass through the project site. For lightweight debris, maintenance can require immediate attention for wind and runoff events. Often daily or as needed maintenance is necessary per random precipitation or non-stormwater events.
- b) Project materials and waste can be contained or controlled by operation or structural best management practices.
 - Operational; including but not limited to:
 - Strategic staging of materials eliminating exposure, such as not staging on pavement.
 - Avoiding multiple day staging of backfill and spoil.
 - Haul off spoil as generated or daily.
 - Schedule work during clear forecast
 - Structural; including but not limited to:
 - Inlet protection, e.g., wattles, filter fabric, drop inlet bags, temporary covers.
 - Gutter dams, e.g., wattles, sandbags, dirt dams.
 - Boundary containment, e.g., wattles, silt fence.
 - Dust control, e.g., water hose.
 - Waste control, e.g., construction solid or liquid waste containers, dumpsters, receptacles.

- c) Inspect often and at least prior to the workday end to ensure the structural best management practices are in good operating condition. Promptly repair damaged best management practices to achieving effective containment.
- d) Cleanup:
 - Use dry cleanup methods, e.g., square nosed shovel and broom.
 - Wet methods are allowed if wastewater is prevented from entering the stormwater system, e.g., wet/dry vacuum, or disposal to landscaped areas.
- e) Cleanup Standard:
 - When a broom and a square nosed shovel cannot pick up any appreciable amount of material.

3. Waste Disposal:

- a) Dispose of waste according to General Waste Management SOP, unless superseded by specific SOPs for the operation.
- b) Never discharge waste material to storm drains.

4. Equipment:

- a) Tools sufficient for proper cleanup and containment of pollutants.
- b) Push broom and square blade shovel should be a minimum.

5. Training:

- a) Annually and at hire.
- b) Require contractors to follow the stronger of this SOP and their company SOPs.

SPILL CONTROL

General:

This SOP is not expected to cover all necessary procedure actions. Operators are allowed to adapt SOPs to unique site conditions in good judgment when it is necessary for safety, and the proper and effective containment of pollutants; however, any changes of routine operations must be amended in this SOP.

1. Purpose:

- a) Spilt liquids and solids can reach our **low impact drainage system, retention/detention storage, and/or underground retention/detention infiltration system**, potentially contaminating groundwater for which we are responsible.
- b) It is vital that we contain all spills on the surface. Spills reaching waterways and permeable surfaces can result in expensive spill mitigation, including waterway restoration and the potential need to tear out and replace permeable drainage systems.

2. Containment Procedure:

- a) Priority is to dam and contain flowing spills.
- b) Use spill kits, booms if available, or any materials available to stop flowing liquids; including but not limited to nearby sand, landscaping materials, etc.
- c) Hazardous or unknown waste material spills:
 1. Critical Emergency constitutes large quantities of flowing, uncontained liquid that imposes a risk to people or has the potential to reach storm drain systems. Generally, burst or tipped tanks would be considered critical. Call Hazmat, DWQ, Utah County Health Department, and Lehi City.
 2. Minor Emergency constitutes a spill that is no longer flowing, but has reached a storm drain, and adequate cleanup is still critical. Call Utah County Health Department and Lehi City.
 3. Spills that are contained on the surface typically do not meet the criteria for Critical or Minor Emergencies and may be managed by the responsible implementation of this SOP.
4. Contact Numbers:
 - Hazmat – 911
 - DWQ Hotline – 801-536-4123, 801-231-1769, 801-536-4300
 - Utah County Health Department – 801-851-7331
 - Lehi City – 385-201-1700

3. Cleanup Procedure:

- a) NEVER WASH SPILLS TO THE STORM DRAIN SYSTEM.
- b) Clean per SDS requirements, but generally most spills can be cleaned up according to the following:
 - Absorb liquid spills with spill kit absorbent material, sand, or dirt until liquid is sufficiently converted into solid material.
 - Remove immediately using dry cleanup methods, e.g., broom and shovel or vacuum operations.
 - Cleanup with water and detergents may also be necessary depending on the spilled material; however, the waste from this operation must be effectively picked up by dry methods or vacuum machinery. See Pavement Washing SOP.
 - Repeat process when residue material remains.

4. Disposal:

- a) Follow SDS requirements, but usually most spills can be disposed of per the following (b. & c.).
- b) Generally, most spills absorbed into solid forms can be disposed of in the dumpster and receptacles. Follow Waste Management SOP.
- c) Generally, liquid waste from surface cleansing processes may be disposed to the sanitary sewer system after the following conditions have been met:
 - Dry cleanup methods have been used to remove the bulk of the spill and disposed of per the Waste Management SOP.
 - The liquid waste amounts are small and diluted with water. This is intended for spill cleanup waste only and never for the disposal of unused or spent liquids.

5. Documentation:

- a) Document all spills in Appendix C.

6. SDS Sheets:

- a) SDS Manuals are filed in break room.

7. Material:

- a) Generally, sand or dirt will work for most cleanup operations and containment; however, it is the responsibility of the owner to select the absorbent materials and cleanup methods required by the SDS Manuals for chemicals used by the company.

8. Training:

- a) Annually and at hire.

APPENDIX C – PLAN RECORDKEEPING DOCUMENTS

MAINTENANCE/INSPECTION SCHEDULE

Frequency	Site Infrastructure
	Replace text with the infrastructure / system that must be maintained; repeat

Inspection Frequency Key: A=annual, Q=quarterly, M=monthly, W=weekly, S=following appreciable storm event, U=unique infrastructure specific (specify)

Record Inspections in the Maintenance Log

Inspection means traditional walkthrough or noting efficiencies/inefficiencies/concerns during regular maintenance operations.

MAINTENANCE LOG

Date	Maintenance Performed/Spill Events. Perform Maintenance per SOPs	Observation Notes including but not limited to inspection results, observations, system performance, SOP usefulness, concerns, necessary changes, etc.	Initials

Annual Summary of SSOMP effectiveness, inefficiencies, problems, necessary changes, etc.

*You may create your own form that provides the same information



ANNUAL SOP TRAINING LOG PER SECTION 2

SOP	Trainer	Employee Names / Maintenance Contractor Company	Date

*You may create your own form that provides this same information



APPENDIX D – SUPPORT DESIGN REPORTS AND DOCUMENTS

Insert drainage report, geotechnical reports, LID feasibility analysis, UIC registration, etc.