

## EXHIBIT A

*{Include this EXHIBIT with this agreement document to be recorded. The text below that does not apply will need to be deleted along with this instruction text.}*

*{For properties that are not a 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 Summit 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 Summit 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

### Long-Term Stormwater Management Plan

for:

Insert Development Name

Address

City, State, Zip Code

Company Name on legal records

Legal Company Name

Address

City, State, Zip Code

*{Long-Term Stormwater Management contact for addressing regular site operations, inspections  
and annual reporting regarding this property}*

Site Manager, Company Representative, Property Agent, etc.

Phone Number:

Email:

## **PURPOSE AND RESPONSIBILITY**

As required by the Clean Water Act and resultant local regulations, including Park City Municipal Separate Storm Sewer Systems (MS4) Permit, those who develop land are required to build and maintain systems to minimize litter and contaminants in stormwater runoff that pollute waters of the State.

This Long-Term Stormwater Management Plan (LTSWMP) describes the systems, operations and the minimum standard operating procedures (SOPs) necessary to manage pollutants originating from or generated on this property. Any activities or site operations at this property that contaminate water entering the City's stormwater system, groundwater and generate loose litter must be prohibited.

East Canyon Creek is impaired but does not have a TMDL. Silver Creek is impaired for Dissolved Zinc and Cadmium listed in the TMDL for the creek. These are from old mining activities in the area decades ago. The LTSWMP is also aimed at addressing the Park City waterway impairments in addition to all other pollutants responsible by property owners.

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## SECTION 1: SITE DESCRIPTION, USE AND IMPACT

The site infrastructure at our site is limited at controlling and containing pollutants and our operations if managed improperly can contaminate the environment. This LTSWMP includes standard operations procedures (SOP)s that are intended to compensate for the pollution containment limitations of our site infrastructure and direct our maintenance operations to responsibly manage our grounds. SOPs are filed in Appendix B.

### Instructions:

- The purpose of this section is to help the Operator understand that the property can impact water quality and why it is important to maintain the property according to this LTSWMP.
- Describe site infrastructure, structural controls and any low impact development designs (LIDs) necessary to control and contain pollutants. Identify the limitations of the infrastructure at controlling and containing pollutants. It is important the Operator, staff, service contractors and anyone else involved in onsite operations and activities understand the unique exposures, operations and infrastructure which impact the storm drain systems.
- Describe both business operations and maintenance activities that generate pollutants.
- Briefly identify the need for SOP that are necessary to compensate for the limitations of the site infrastructure and operations. Create SOPs to manage the site functions, and maintenance operations. Include the SOPs in Appendix B.
- **Generally most sites will have the following infrastructure listed in this Section, however, the designer is expected to add or remove descriptions to accurately represent the unique site infrastructure needing controls**

### Parking, Sidewalk and flatwork

*[Describe the impervious infrastructure and how its presence and maintenance practices can impact surface and groundwater water quality. When paved surfaces are designed to include LID infrastructure, describe the water quality benefits. Incorporating LID infrastructure can reduce size and cost for flood control and 80<sup>th</sup> percentile infrastructure. 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 agent are expected modify the suggested text to represent the sites unique impervious infrastructure, operations and conditions]*

Any sediment, leaves, debris, spilt fluids or other waste that collects on our parking areas and sidewalks will be carried by runoff to our flood and water quality control system. These solids will fill in our system requiring future dredging and cleaning. Also any liquids and dissolved solids can contaminate groundwater. During very intense storm events excess runoff can pass through our system increasing risk to the Park City waterways.

Maintenance involves regular sweeping, but it can also involve pavement washing to remove stains, slick spots and improve appearance when necessary. Use our Pavement Maintenance and the Pavement Washing SOPs to manage pollutants that collect on our Pavements to avoid pollutants washing into the storm drain system.

## Landscaping

*[Describe the vegetation and/or xeriscape infrastructure and how its presence and maintenance practices impacts water quality. When the landscape design includes LID infrastructure, describe the water quality benefits. Incorporating LID infrastructure can reduce size and cost for flood control and 80<sup>th</sup> percentile infrastructure. 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 agent are expected modify the suggested text to represent the sites unique landscape infrastructure and conditions]*

Our landscape operations can result in grass clippings, sticks, branches, dirt, mulch, fertilizers, pesticides and other pollutants to fall or be left on our paved areas. These solids will fill in our system requiring future dredging and cleaning. Also any liquids and dissolved solids can contaminate groundwater.

## Flood and Water Quality Control System

*[Describe the stormwater system including surface grading, impoundment, conveyance system, water quality devices, retention storage, and when used any LIDs. Describe how maintenance and lack of maintenance can affect the quality of our runoff. Incorporating LID designs and structural water quality devices into stormwater infrastructure can reduce the size of flood and 80<sup>th</sup> percentile control infrastructure and increase infiltration rates. 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 agent are expected modify the suggested text to represent the sites unique flood and water quality control infrastructure and conditions]*

Our flood and water quality control system includes directing runoff into landscaping swales and open landscaping areas. This flood control system is a low impact system intended to trap and treat our urban pollutants on the surface to protect downstream water resources. Our system also includes underground detention storage, oil/sediment/trash traps and an underground infiltration system. The infiltration system is design to drain the first ½” of runoff into the ground required by Clean Water Act regulation. This helps keep streams and rivers clean but if we are not careful can contaminate groundwater. In addition, anything we put or allow to be left on our pavements will eventually be carried to our oil/sediment/trash traps and underground infiltration system filling it with sediment and debris increasing maintenance cost. Also any by-passing dissolved or liquid pollutants can increase the risk for contaminating groundwater for which we are responsible. It is important our flood and water quality system is adequately maintained to function properly.

## Waste Management

*[Describe the waste management system infrastructure and how its presence and maintenance practices impacts 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 agent are expected modify the suggested text to represent the sites unique waste management infrastructure and operations]*

Good waste management systems, if managed improperly, can become the source of the very pollution it was intended to manage. The lids of our dumpster and trash receptacles are intended to prevent light weight trash carried off by wind and precipitation exposure minimizing liquids that can 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, causing smell and increasing groundwater contamination risk.

### **Utility System**

*[Describe the utility infrastructure and how its presence and maintenance practices impacts 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 agent are expected modify the suggested text to represent the sites unique infrastructure 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 groundwater and the Park City waterways if allowed to drain off our property.

### **Snow and Ice Removal Management**

*[Describe the snow and ice operations and how it can impact 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 agent are expected modify the suggested text to represent the sites unique infrastructure and conditions]*

Salt is a necessary pollutant and is vital to ensuring a safe parking and pedestrian walkways. However, salt and other ice management chemicals if improperly managed will unnecessarily increase our salt impact to our own vegetation and local water resources. Much of the runoff drains to our landscape swales. We need to minimize salt maintain healthy root systems needed for optimum infiltration rates.

### **Equipment / Outside Storage**

*[Describe any outside storage facilities or operations and how it can impact water quality. 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 impacts water quality. Identify the necessary SOPs and include them in Appendix B]*

## **SECTION 2: TRAINING**

Ensure that all employees and maintenance contractors know and understand the SOPs specifically written to manage and maintain the property. Maintenance contractors must use the stronger of their Company and the LTSWMP SOPs. File all training records in Appendix C.

## **SECTION 3: RECORDKEEPING**

Maintain records of operation and maintenance activities in accordance with SOPs. Mail a copy of the record to Park City Stormwater Division annually.

## SECTION 4: APPENDICES

**Instructions:**

- Include all drawings, details, SOPs and other supporting information referenced in Sections 1.
- Ensure the LSWMP is updated with any as-built plans, details and SOP changes prior to releasing the project, and NOI.

Appendix A- Site Drawings and Details

Appendix B- SOPs

Appendix C- Recordkeeping Documents



## APPENDIX A – SITE DRAWINGS AND DETAILS

*[Insert Flood and Water Quality Control Pages of Site Drawings and Details following this page. Include, any specific notes or markers to assist with inspection and maintenance requirements.]*

## APPENDIX B – SOPs

*[Insert SOPs following the blue text]*

### *Instruction for writing SOPs*

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

*Low Impact Development and 80<sup>th</sup> percentile infrastructure is not only new to many people, it will likely need regular maintenance to adequately provide long-term benefit. In addition, many of the LID and 80<sup>th</sup> percentile systems will work together with flood control infrastructure. For adequate long-term flood protection regular maintenance will be vital for success.*

*The following are suggested SOPs templates for typical development. However, every site's conditions and operations are usually unique in many ways. The property owner and design agent are expected to determine applicability and modify the suggested text to the sites unique site infrastructure, its limitations and operations. Ultimately it is the property owners and design agents responsibility to ensure the SOPs are adequate for managing and managing their urban flood control and water quality impacts.*

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

## **Pavement Sweeping**

### **General:**

These SOPs are 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 these SOPs.

### **1. Purpose:**

- a) One of the primary contaminates in Park City waterways is sediment and organic material.
- b) Any sediment, leaves, debris, spilt fluids or other waste that collects on our parking areas and sidewalks will fill in our landscaping swales, oil/sediment/trash traps and our underground infiltration system increasing our maintenance cost.

### **2. Regular Procedure:**

- a) Remain aware of minor sediment/debris and hand sweep or remove material by other means as needed.
- b) Significant deposits will likely collect in autumn with leaf fall and early spring after winter thaw. Usually sweeping machinery is the best tool for this application.
- c) 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.
- d) Do not allow car wash fund raiser 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.

### **4. Disposal Procedure:**

- a) Dispose of hand collected material in dumpster
- b) Use licensed facilities

### **5. 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 the Park City waterways is organic material.
- b) Grass clippings, sticks, branches, dirt, mulch, fertilizers, pesticides and other pollutants will fill our landscaping swales, sediment/trash traps and underground infiltration system requiring future dredging and cleaning increasing our maintenance cost. Removing these debris after they have washed to our flood and water quality system will increase cost.

### 2. Maintenance Procedure:

- a) Maintain healthy vegetation root systems. Healthy root systems will improve performance of permeable low impact system landscape areas maintaining more desirable infiltration rates.
- b) Grooming
  - Lawn Mowing – Immediately following operation sweep or blow clippings onto vegetated ground.
  - Fertilizer Operation – Prevent overspray. Sweep or blow fertilizer onto vegetated ground immediately following operation.
  - Herbicide Operation – Prevent overspray. Sweep or blow herbicide onto vegetated ground immediately following operation.
- c) Remove or contain all erodible or loose material prior forecast wind and precipitation events, before any non-stormwater will pass through and over the project site and at end of work period. Light weight debris and landscape materials can require immediately attention when wind expected.
- d) Landscape project materials and waste can usually be contained or controlled by operational 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 landscaping backfill and spoil on pavements
    - Haul off spoil as generated or daily
    - Scheduling work when weather forecast are clear.
- e) Cleanup:

- Use dry cleanup methods, e.g. square nose shovel and broom and it is 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 of pollutants and removal.

**5. Training:**

- a) Annually and at hire
- b) Inform staff and service contractors when incorrect SOP implementation is observed.
- c) Landscape Service Contractors must have 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 our dumpster and trash receptacles.
- b) Liquids can leak from our dumpster polluting waterways, subsurface soils, stain our pavement and cause smell.

### 2. Procedure:

- a) Remain aware of the lids and keep them closed.
- b) Remain aware of leaking and fix. Minimize allowing disposal of liquids in our receptacles and dumpster. Also liquids can leak from the waste haul trucks.
- c) Beware of dumpster capacity. Solve capacity issues. Leaving bags outside of dumpster is not acceptable.

### 3. Waste Disposal Restrictions for all waste scheduled for Summit County Landfills:

- a) Generally most waste generated at this property, and waste from spill and clean up operations can be disposed in our dumpsters under the conditions listed in this SOP. Unless other disposal requirements are specifically 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 in collection devices will be disposed at the Summit County Landfills: Three Mile Canyon Landfill and Henefer Landfill.
- c) Review Summit County Landfill regulations for additional restrictions and understand what waste is prohibited in the Summit County Landfills. Ensure the SDS and Landfill regulations are not contradictory.

Generally the waste prohibited by the Three Mile Canyon Landfill is:

- Commercial Hazardous Waste
- Commercial Construction & Demolition
- Commercial Green Waste

Generally the waste not accepted by the Henefer Landfill is:

- Commercial Hazardous Waste

*(Generally, all the above hazardous waste when involved in minor spill cleanup operations can be disposed in covered dumpsters and our waste bays, if the liquid*

*is contained in absorbent material, e.g. sand, dirt, loose absorbent, pads, booms etc., and transformed or dried such that it will not drip. This is not intended for whole sale disposal of out dated or spent liquid hazardous waste. When disposal of out dated or spent liquid is needed or for questions of how to dispose of other waste, contact the Summit County Health Department for instructions and locations, 435-333-1500).*

**4. Waste Disposal Required for Salt Lake Valley Landfill or other:**

- a) Generally for waste not accepted by the Summit County Landfills.
- b) Follow SDS for disposal requirements. Review Salt Lake Valley Landfill regulations for additional restrictions and understand what waste is prohibited in the Salt Lake Valley Landfill. Ensure the SDS and Salt Lake Valley Landfill regulations are not contradictory  
General rules are:
  - Get approval prior to delivery.
  - Transport waste in secure leak proof containers that are clearly labeled.
- c) Lookup and follow disposal procedures for disposal of waste at other EPA approved sites, the SLCo HD # is a good resource, 385-468-3862

**5. Training:**

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

## Storm Drain Maintenance

### General:

These SOPs are 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 these SOPs.

### 1. Purpose:

- a) Our storm drain system will collect anything we leave in the way of runoff which will fill our oil/sediment/trash traps and underground infiltration system increasing maintenance cost.
- b) Any liquids or dissolved pollutants can increase the risk for contaminating groundwater for which we are responsible.
- c) During very intense storm events pollutants in excess runoff can by-pass our system increasing risk of contaminating groundwater and the Park City waterways.

### 2. Inspections:

- a) Inspect oil/sediment/trash trap. Remove any floating trash at each inspection interval with rake or other means. Remove sediments accumulations of 2" and more.
- b) Inspect oil/sediment/trash trap for floating material. Oil may be removed with the heavy sediment settling to the bottom unless oil amounts are excessive. This will require vacuum operated machinery.
- c) Inspect oil/sediment/trash trap for mosquito larvae. Contact the South Salt Valley Mosquito Abatement District when necessary.
- d) Inspect underground infiltration system for water. Water should not remain for more than 48 hours. Contact an engineer or equal industry with adequate knowledge when water is not draining.
- e) Inspect underground infiltration system for sediment accumulations. Remove sediment and debris accumulation when volume capacities drop below 90%. This will likely require hydrovac machinery.
- f) Inspect for sediment accumulations in detention infrastructure. Remove sediment and debris accumulation when volume capacities drop below 90%.
- g) Inspect low impact flood control swale and landscape area for adequate drainage and vegetation coverage. Poor drainage can be improved by maintaining healthy plant root systems.
- h) Inspect low impact flood control swale and landscape area infrastructure for sediment accumulation. Remove sediment and debris accumulation when volume capacities drop below 90%.



**2. Disposal Procedure:**

- a) Remove and dispose sediment and debris at licensed facilities. Also drying removed waste and disposal in your dumpster is permitted when dumpster disposal operations include licensed facilities.
- b) Disposal of hazardous waste
  - 1. Dispose of hazardous waste at regulated disposal facilities. Follow SDS Sheets. Also see Waste Management and Spill Control SOP.

**3. Training:**

- a) Annually and at hire.

## **Pavement Washing**

### **General:**

These SOPs are 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 these SOPs.

### **1. Purpose:**

- a) Pavement washing involving detergents can potentially contaminate groundwater with phosphates and whatever we are washing which we are responsible.
- b) Pavement washing can fill our low impact flood control swale and landscape area, oil/sediment/trash traps and infiltration system with sediment and debris increasing our maintenance cost.

### **2. Procedure:**

- a) Prevent waste fluids and any detergents if used from entering storm drain system. The following methods are acceptable for this operation.
  - 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 operation.
  - Collect wastewater with vacuum truck or trailer simultaneous with the washing operation.
- b) This procedure must not used to clean the initial spills. First apply the Spill Containment and cleanup SOP.

### **3. Disposal Procedure:**

- a) Small volumes of diluted washing waste can usually be drained to the local sanitary sewer. Contact Snyderville Basin Water Reclamation District.
- b) Large volumes must be disposed 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 restore acceptable appearance of pavements.

### **5. Training:**

- a) Annually and at hire

## **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 to 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 forecast and adjust salt amounts when warm ups are expected the same day.

### **3. Training:**

- a) Annually and at hire.
- b) Require snow and ice service contractors to follow the stronger 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 in our landscaping swales, sediment/trash traps and our underground infiltration system increasing our maintenance cost.

### 2. Construction Procedure:

- a) Remove or contain all erodible or loose material prior forecast wind and precipitation events or before non-stormwater will pass through the project site. For light weight debris maintenance can require immediately attention for wind events and many times daily maintenance or as needed for precipitation or non-stormwater events.
- b) Project materials and waste can be contained or controlled by operational 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, boards, planks
    - 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 containment, dumpster, receptacles
- c) Inspection often to insure the structural best management practices are in good operating condition and at least prior to the workday end. Promptly repair damaged best management practices achieving effective containment.
- d) Cleanup:
  - Use dry cleanup methods, e.g. square nose shove and broom.

- Wet methods are allowed if wastewater is prevented from entering the stormwater system, e.g. wet/dry vacuum, disposal to our landscaped areas.
- e) Cleanup Standard:
  - When a broom and a square nosed shovel cannot pick 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 containment of pollutants and cleanup.
- b) Push broom and square blade shovel should be a minimum.

**5. Training:**

- c) Annually and at hire.

## 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 will reach our low impact flood control landscaping areas, oil/sediment/trash traps and infiltration system potentially contaminate groundwater which we are responsible.
- b) It is vital we contain all spills on the surface. Spills reaching our underground flood control storage system can result in expensive spill mitigation, including potential tear out and replacement.

### 2. Containment Procedure:

- a) Priority is to dam and contain flowing spills.
- b) Use spill kits booms if available or use any material available; including but not limited to, nearby sand, dirt, landscaping materials, etc.
- c) Hazardous or unknown waste material spills
  1. Critical Emergency constitutes large quantities of flowing uncontained liquid that will affect areas with people or reach storm drain systems. Generally burst or tipped tanks. Call HAZMAT, DWQ, Summit County Health Department, Park City Dispatch.  
Also report spills to DWQ of quantities of 25 gallons and more and when the spill of lesser quantity causes a sheen on downstream water bodies whether it is contained or not.
  2. Minor Emergency constitutes a spill that has reached a storm drain but is no longer flowing. Call Summit County Health Department, and/or Park City Dispatch.
  3. Spills that are contained on the surface and do not meet the criteria for Critical and minor emergencies may be managed by the responsible implementation of this SOP.
  4. Contact Numbers:  
HAZMAT - 911  
DWQ – 801-231-1769, 801-536-4123, 801-536-4300  
Summit County Health Department – 435-333-1500  
City (Dispatch) – 435-615-5500

### **3. Cleanup Procedure:**

- a) NEVER WASH SPILLS TO THE STORM DRAIN SYSTEMS.
- 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 to 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 vacuumed or effectively picked up by dry methods. See Pavement Washing SOP.
  - Repeat process when residue material remains.

### **4. DISPOSAL:**

- a) Follow SDS requirements but usually most spills can be disposed per the following b. & c.
- b) Generally most spills absorbed into solid forms can be disposed to 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 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 Manual is filed in break room.

### **7. Materials:**

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

### **8. Training:**

- a) Annually and at hire.

## APPENDIX C – PLAN RECORDKEEPING DOCUMENTS

*[Insert PLAN Recordkeeping forms following this page]*



**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: Either; Traditional walk through, Awareness/Observation, and during regular maintenance operations while noting efficiencies/inefficiencies/concerns found, etc.

**MAINTENANCE LOG**

Date	Maintenance Performed/Spill Events. Perform Maintenance per SOPs	Observation Notes, including but not limited to; Inspection results, Observations, System Performance (effectiveness/inefficiencies), SOP Usefulness, Concerns, Necessary Changes...	Initials

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

\*You may create your own form that provides this same information or request a word copy of this document.

### Annual SOP Training Log per Section 2

SOP	Trainer	Employee Name / Maintenance Contractor Co	Date

\*You may create your own form that provides this same information or request a word copy of this document.