

# MILWAUKIE

*Dogwood City of the West*

City of Milwaukie  
Public Works Department

## DECANT FACILITY USE AND MAINTENANCE

Standard Operating Procedure #50.01

June 28, 2013

By

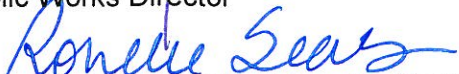
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## 1.0 PURPOSE & APPLICABILITY

The purpose of this Standard Operating Procedure (SOP) is to establish uniform procedures pertaining to the use and maintenance of the Decant Facility (Facility) as performed by the City of Milwaukie Public Works employees and to insure compliance with the City of Portland Discharge Authorization Permit DA-2010-001 and the City of Milwaukie Stormwater Management Plan (SWMP) Element #8 Stormwater Management Facility Operation and Maintenance Activities. The facility operation and maintenance is conducted to reduce the amount of debris and suspended solids into the City of Milwaukie and the City of Portland sewer system.

The policies and procedures of this SOP are applicable to all City of Milwaukie Public Works personnel involved in the use, operation, maintenance and reporting of the Decant Facility.

Employees may deviate from these procedures when necessary to improve the function of the facility or the quality of the effluent. Any deviation must be discussed with supervisory personnel prior to implementation and the SOP revised to reflect changes in operation.

## 2.0 METHOD SUMMARY

The Decant Facility is a covered structure designed for de-watering street sweeper spoils, stormwater debris (collected with the Vactor or VacCon), and material from underground excavations or other wet waste material collected from City of Milwaukie maintenance activities. Wet waste material is introduced to the facility from the various vehicles transporting it and allowed to de-water by gravity. The liquid discharged from the facility is directed to sanitary sewer after passing through a series of sedimentation controls.

The Vactor shall dump spoils in bay # 3 and bay # 5 for dewatering. The material from the Vactor will be moved to bay # 4 for additional drying. The sweepers will decant water from load in bay # 2 and dump load in bay # 1. All underground excavation spoils will be dumped in bay # 6.

The facility will not be used for washing vehicles, storing equipment, parking or equipment repairs.

## 3.0 DEFINITIONS

- 3.1 Vactor or VacCon: truck mounted vacuum equipment with debris storage tank, VacCon similar
- 3.2 Decant Facility: covered dewatering structure with drains connected to sanitary sewer

## 4.0 HEALTH & SAFETY CONCERNS

Safety concerns consist of loud noises from operating the equipment requiring hearing protection. Lifting manhole lids > 50 lbs., and operating heavy equipment around ground personnel. Foul odors may also be present. Personal protective equipment such as safety glasses for splashing material, gloves for handling possibly contaminated material or contact with hypodermic needles and ear plugs for loud noise should be worn when using the facility.

## **5.0 PERSONNEL QUALIFICATIONS**

Public Works personnel using the facility must be fully trained and signed off on the Backhoe, Loader, Dump truck or Volvo, Sweeper, Vactor and VacCon equipment. They must also have knowledge of the Discharge Authorization Permit and the flows of the facility infrastructure. Personnel must have a valid CDL to operate the dump truck or Volvo to haul the spoils.

## **6.0 EQUIPMENT & SUPPLIES**

Equipment used for rotating and hauling spoils consists of loader, backhoe and dump truck or Volvo. Hand tools for cleaning the facility consist of shovels, brooms, catch basin hooks and manhole hooks. Supplies to reduce the amount of solids in the system consist of gel flock, bio bags, silt sacks, bricks and fabric.

## **7.0 PROCEDURAL STEPS**

### 7.1 Discharge of Materials:

- 7.1.1 Drivers will back loaded vehicles into the appropriate bay for material discharged.
- 7.1.2 Drivers will attempt to discharge wet waste loads in a manner that allows water to drain off the load first by cracking the back door, or by slightly opening the discharge valve or gate.
- 7.1.3 After the liquid portion of the load has been discharged, the remaining solids may be dumped into the bay.
- 7.1.4 Drivers may clean material from vehicle into Decant Facility bays provided the wash waters do not exceed the 50 gpm flow limit or cause wash water to escape the facility.
- 7.1.5 If further cleaning is needed, drivers may use the wash bay to complete vehicle cleanout.

### 7.2 Operation:

All City crews will receive initial training on the operation of the Facility.

- City crews will record all materials brought to the Facility. This will include quantity, source and nature of material from each dump.
- In the case of spills and/or sludge loading, such as a hydraulic leak, City crews will document and report incidents to the City of Portland Spill Prevention Section immediately.
- City crews will notify the City of Portland 30 days prior to introducing any new discharges or implementing (other than what is listed above) a new process.
- City crews will keep sweeper spoils, storm spoils and excavation spoils in separate bunkers, turning the material to allow adequate drying.
- Each department will be responsible for hauling their spoils from their bunker.
- Each individual who decants will be responsible for bucking up the pile, rotating material, cleaning up vehicle tire tracking and loose debris in the bunker from the dump.

### 7.3 BMP's and Maintenance:

- City crews will place bio bags in front of the basins to prevent excessive debris from entering the system.
- City crews will shovel debris from the bio bags when needed after each dump and replace bio bags as needed.
- City crews will remove all debris from Facility catch basins, main lines and the oil/water separator vault at a minimum of three times a year during the non-winter months.
- During the months of November, December and January (as weather allows) the City crews will clean the catch basins, mainlines and oil/water separator vault a minimum of monthly. During off season months the system will be cleaned quarterly.
- City crews will visually inspect the Facility on a daily basis to assess the need to increase the cleaning frequency or replace BMP's.
- City crews may employ additional measures such as flocculants or booms within the Facility as needed to ensure compliance with the Discharge Authorization Permit.

## **8.0 RECORDS MANAGEMENT**

A log book has been created and placed in each vehicle that discharges into the Facility. The City Public Works crews will record the following information each time they use the Facility:

- record the vehicle used
- amount of debris dumped
- debris source

All Decant records will be turned in to the Stormwater Supervisor, scanned and saved on the Z drive for annual report.

Street sweeping records (miles and quantity of debris) will continue to be saved in the Streets Sweeping Logs folder on the Z-Drive, as well.

All system maintenance activities will be recorded in our Hansen data base by the individual operator to be included in the annual report. An annual report will be submitted to the City of Portland by the end of January each year.

All maintenance and reporting activities will be split between the three departments. Each department will be responsible for hauling the dry material to the disposal site and will also be responsible for the cost of disposal.

The report hard copies will be retained in accordance with the current City of Milwaukie records retention policy and Oregon Administrative Rules 166-200-120.

## **9.0 REFERENCES**

- 9.1 City of Portland Discharge Authorization Permit # DA-2010-001
- 9.2 City of Milwaukie Stormwater Management Plan (2012) Brown & Caldwell and City of Milwaukie
- 9.3 Recycling & Disposal of Materials SOP # 70.01
- 9.4 Vactor Operating Manual (2007)
- 9.5 Sweeper Operating Manual (2006)
- 9.6 City of Milwaukie Citywide Safety Manual (2002)

**Revision Record**

Revision	Date	Author	Description of change