



MILWAUKIE

Dogwood City of the West

City of Milwaukie
Public Works Department

10.01 Preventive Maintenance

STORM CATCH BASIN CLEANING

Standard Operating Procedure #10.01.001

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By

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Approved:

	9-9-13
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Table of Contents

1.0	Purpose and Applicability.....	p.3
2.0	Method Summary.....	p.3
3.0	Definitions.....	p.3
4.0	Health and Safety Concerns.....	p.3
5.0	Personnel Qualifications.....	p.3
6.0	Equipment and Supplies.....	p.4
7.0	Procedural Steps.....	p.4
8.0	Records Management.....	p.4
9.0	References.....	p.4

1.0 PURPOSE & APPLICABILITY

The purpose of this Standard Operating Procedure (SOP) is to establish uniform procedures pertaining to the practices, maintenance and reporting of Catch Basin Cleaning as performed by the City of Milwaukee Public Works department. This procedure is written to meet the requirements of the National Pollution Discharge Elimination System (NPDES) MS4 Permit Schedule F, Section B and City of Milwaukee Stormwater Management Plan (SWMP) Element #8.

The policies and procedures of this SOP are applicable to all City of Milwaukee personnel involved in the planning, preparation, conducting and reporting of Catch Basin Cleaning within the City of Milwaukee city boundaries.

The operator or inspector may deviate from these procedures when necessary due to unexpected or unique circumstances that may occur in the field. Any deviation must be discussed with supervisory personnel prior to implementation.

2.0 METHOD SUMMARY

Catch basin cleaning is performed to remove accumulated sediment and debris from the Stormwater system. The basins are required to be cleaned one time every two years per the City of Milwaukee's Stormwater Management Plan. The Public Works crews manually record debris and sediment amounts on hard copy maps and then later complete work orders in the office for efficiency. The debris is dumped, stored and rotated in the Decant facility.

3.0 DEFINITIONS

- 3.1 Vactor/VacCon: truck mounted vacuum cleaning unit with debris storage tank
- 3.2 Decant Facility: covered dewatering structure with drains connected to sanitary sewer
- 3.3 MS4: Municipal Separate Storm Sewer System

4.0 HEALTH & SAFETY CONCERNS

Personal protective equipment such as safety glasses for splashing material, gloves for handling possibly contaminated material or contact with dead or live animals including bees and mice. Some of the concerns are exposure to hypodermic needles, loud noises, flying debris, heavy traffic areas, broken pipes, high water pressure, uneven surfaces and the use of heavy equipment such as the Vactor. Foul odors may also be present. Hard hats may be required in work areas with overhead limitations.

5.0 PERSONNEL QUALIFICATIONS

Personnel must have a Class B Commercial Driver's License with a Tanker Endorsement, traffic control certification, blood borne pathogens training, and Vactor or VacCon operation training.

6.0 EQUIPMENT & SUPPLIES

Equipment used includes the Vactor or VacCon. Hand tools may include shovels, manhole hooks, catch basin grate puller, safety glasses, traffic control equipment, hearing protection, hard copy maps, work boots, high visibility safety wear, first aid kits, gloves, and radios or cell phones.

7.0 PROCEDURAL STEPS

- 7.1 Vactor pre-trip inspection and preparation (water, safety supplies, paper towels and hand sanitizer).
- 7.2 Determine area, route and map.
- 7.3 Upon arrival turn on required flashers and lights.
- 7.4 Use a spotter to guide you to the asset.
- 7.5 Assess traffic control needs, set up accordingly.
- 7.6 Pull grate or lid from asset.
- 7.7 Insert Vactor tube, turn vacuum on.
- 7.8 Use hose reel mounted on the front of the Vactor to loosen the debris in the catch basin.
- 7.9 Vacuum all debris.
- 7.10 Estimate amount of debris removed from asset.
- 7.11 Replace asset lid or grate.
- 7.12 Secure hose reel and suction tubes and hose reel when necessary on Vactor.
- 7.13 Record amount of debris removed on hard copy maps.
- 7.14 Move to next asset.

8.0 RECORDS MANAGEMENT

The personnel performing the work will complete the work order that is generated by the Hansen program under each numbered asset in the database. 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 NPDES MS4 Discharge Permit # 101348 (March 16, 2012) Oregon Department of Environmental Quality
- 9.2 City of Milwaukie Stormwater Management Plan (2012) Brown & Caldwell and City of Milwaukie
- 9.3 Decant Facility Use & Maintenance SOP # 50.01
- 9.4 Vactor Operating Manual (2007)
- 9.5 City of Milwaukie Citywide Safety Manual (2002)

Revision Record

Revision	Date	Author	Description of change