

MILWAUKIE

Dogwood City of the West

City of Milwaukie
Public Works Department

10.01 Preventive Maintenance

STORM DITCH MAINTENANCE

Standard Operating Procedure #10.01.005

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By

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Approved:



	9-9-13
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	9-10-13
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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.3
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 practice and reporting of Ditch Maintenance as performed by the City of Milwaukie Public Works department. This procedure is written and implemented to reduce local stormwater flooding and to remove sediment and vegetation build up. This procedure is written to meet the requirements of the National Pollution Discharge Elimination System (NPDES MS4) Permit Schedule F, Section B and the Stormwater Management Plan (SWMP) Element #8.

The policies and procedures of this SOP are applicable to all City of Milwaukie personnel involved in the planning, preparation, conducting and reporting of Ditch Maintenance within the City of Milwaukie 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

Ditch maintenance is performed to remove accumulated sediment, debris and pollutants from the stormwater ditch conveyance system to facilitate proper flow and reduce localized flooding.

3.0 DEFINITIONS

3.1 MS4: Municipal Separate Storm Sewer System - a dedicated stormwater conveyance system such as the City's system for conveying stormwater runoff to receiving streams

4.0 HEALTH & SAFETY CONCERNS

Some concerns are exposure to hypodermic needles, loud noises, flying debris, heavy traffic areas, uneven surfaces and the general use of heavy equipment.

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/VacCon operation training, back-hoe or track hoe operation training when needed.

6.0 EQUIPMENT & SUPPLIES

Equipment used for ditch maintenance consists of track hoe, backhoe and dump truck or Volvo. Hand tools used consist of shovels, safety glasses, traffic control equipment, hearing protection, work boots, high visibility safety wear, first aid kits, gloves, and radios or cell phones.

7.0 PROCEDURAL STEPS

- 7.1 Dump truck pre-trip inspection and preparation (water, safety supplies, paper towels, hand sanitizer).
- 7.2 Determine area selection, route and map.
- 7.3 Upon arrival turn on required flashers and lights.
- 7.4 Set up tools and equipment as needed.
- 7.5 Assess traffic control needs, set up accordingly.
- 7.6 Remove debris, trash, vegetation or sediment from ditch into a dump truck.
- 7.7 Transport debris to disposal site and return to area.
- 7.8 Repeat if necessary.
- 7.9 Clean up area and equipment
- 7.10 Apply restorative measures in ditch line.
- 7.11 Remove traffic safety signs

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 City of Milwaukie Stormwater Management Plan (2012) Brown & Caldwell and City of Milwaukie
- 9.2 NPDES MS4 Discharge Permit # 101348 (March 16, 2012) Oregon Department of Environmental Quality
- 9.3 Backhoe Operating Manual (2007)
- 9.4 City of Milwaukie Citywide Safety Manual (2002)

Revision Record

Revision	Date	Author	Description of change