



Standard Operating Procedure (SOP) Vehicle and Equipment Maintenance

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Version: 1

Review Frequency: Annual

Reasons for Procedure

Radford University (RU) is subject to a General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4). The permit requires RU to develop, implement, and enforce a MS4 Program designed to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, to ensure compliance with water quality standards, and to satisfy the appropriate water quality requirements of the Clean Water Act and its attendant regulations. This permit authorizes RU to discharge stormwater pursuant to the Virginia Stormwater Management Program and the Virginia Stormwater Management Act.

1.0 Purpose

The purpose of this procedure is to describe the proper means for maintaining vehicles and equipment that are used or stored outdoors at RU. Improperly maintained vehicles and equipment can generate spills or leaks that can enter the storm sewer system or generate contaminated stormwater runoff. Discharge of these contaminants into a storm drain is considered an "Illicit Discharge." Illicit discharges can result in significant fines from regulatory agencies. This SOP has been developed to minimize or prevent pollutant discharges from these activities.

2.0 Scope

This procedure applies to those departments at RU that have fleet vehicles, mechanized equipment, and other motorized implements that are used or stored outdoors and may be exposed to stormwater.

3.0 Procedures

3.1 **Operator Inspections**

Before using a vehicle or piece of equipment, operators should inspect it for any obvious signs of leaks or other maintenance problems.

3.2 **Establish a Routine Maintenance Schedule**

All vehicles or equipment should receive routine maintenance according to the manufacturer's guidelines, at a minimum.

3.3 **Vehicle Maintenance**

Vehicle maintenance should occur, at minimum, once a year during State required vehicle inspection. Vehicles should be serviced by RU Facilities Maintenance and Operations or another authorized repair shop that is certified to conduct State inspections.

3.4 **On-Site Equipment Maintenance**

For equipment or machinery that can be maintained on-site using in-house staff, proper precautions should be taken to ensure any leaks, spills, or drips from maintenance operations do not cause stormwater contamination. Ideally maintenance should occur

indoors where equipment cannot come into contact with stormwater. In the event that maintenance cannot occur indoors efforts should be made to minimize the possibility of an illicit discharge or stormwater contamination. Use portable tents or construct a roofing device over outdoor maintenance areas, conduct outdoor maintenance activities on level ground, and always use tarps and drip pans.

All maintenance activities should be conducted on an impervious surface as far as possible for stormwater conveyances, ditches, or drains. Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.

3.5 **Waste Management** Wastewater and vehicle wash water is prohibited in the MS4.

Oils, grease, fluids and lubricants shall be collected in labeled containers and disposed of properly. Tires shall be inventoried and disposed of properly. Used batteries shall be stored indoors with a secondary containment system and disposed of properly.

3.6 **Unexpected Repairs, Spills, or Leaks**

Upon identification of a problem with a vehicle or piece of equipment, it shall receive service as soon as possible. Notify appropriate maintenance personnel so the vehicle or equipment can be taken out of service and repaired.

Precautions should be taken, such as those described in 3.3 so that stormwater contamination or an illicit discharge does not occur before the equipment can be serviced. Spills and leaks should be cleaned up immediately upon discovery and contaminated material should be disposed of properly. Spill containment dikes or secondary containment shall be provided around stored oils and other fluid storage drum(s).

4.0 Annual Review of Procedure/Training

All managers and personnel who maintain or operate vehicles or equipment are responsible for reviewing this procedure with all employees who have these job duties at least once each year. Any project managers who hire contractors to perform these job duties are required to convey the requirements of this procedure to the contractors.