

	Standard Operating Procedure for:	
	Catch Basin Cleaning	
	Purpose of SOP:	To protect stormwater from pollution by reducing or eliminating pollutant loading from land disturbing activities.

**Always:**

- Use erosion control techniques or devices to stabilize disturbed areas.
- Use effective site planning to avoid sensitive areas.
- Keep land disturbance to a minimum.
- Inspect and maintain erosion control devices.
- Install erosion control devices properly.
- Install erosion control blankets when seeding drainage ways.

**Whenever Possible:**

- Inspect each catch basin at least annually, during catch basin cleaning.
- Create a checklist for catch basins to help classify which catch basins require maintenance and how often.
- Perform street sweeping on an appropriate schedule to reduce the amount of sediment, debris and organic matter entering the catch basins, which in turn reduces the frequency with which they will need to be cleaned.
- Discharge fluids collected during catch basin cleaning to a sanitary WWTP.

**Never:**

- Never put yourself in danger.
- Never enter private property without permission.

**Procedures to follow if illicit discharge is detected:**

- Call supervisor.
- Trace upstream to locate the source.
- Take photos.
- Estimate flow/collect samples if instructed to do so.

**Equipment list:**

1. Existing paper maps
2. Field sheets
3. Camera (preferable digital)
4. Dump Truck
5. Flusher Truck
6. Cell phones
7. Clip boards and pencils
8. First aid kit
9. Flash light or head lamp
10. Surgical gloves

11. Shovel
12. Waders
13. Hay Fork