

Arlington County Stormwater Pollution Prevention Protocols for Street, Road, Sidewalk, and Parking Lot Maintenance



**Arlington County Municipal Separate Storm Sewer System (MS4)
Permit # VA0088579
Permit Cycle 2021-2026**



**ARLINGTON
VIRGINIA**

**Original Version July 2015
Revised April 2022**

Table of Contents

Introduction	3
Acronyms	4
Compliance Responsibilities	5
Certification of Responsibility	6
Street and Sidewalk Construction, Repair and Maintenance	7
Trail Maintenance	9
Bridge Maintenance	10
Parking Lot Maintenance	11
Street and Parking Lot Sweeping	13
Snow Operations – Pretreatment, Sanding/Salting, Snow Removal	14
Materials Storage	15
Equipment Maintenance	17
Contractors	18
Reporting Pollution / Non-Stormwater Discharges	19
Stormwater Pollution Prevention Check List	19

Introduction

Roadways and parking lots are a large component of the urban infrastructure that require regular repairs and maintenance as a result of traffic use, aging, climate and seasonal changes, and the need to install, access, or repair underground wet and dry utilities. Stormwater pollutants such as sediment, trash, hydrocarbons, and metals can be generated from roads and parking areas as well as activities and operations associated with maintenance and repair of these infrastructure. Best management and pollution prevention practices are needed to reduce pollutant loading to local surface waters.

In accordance with the requirements of the “Roadways” section of Arlington County’s Municipal Separate Storm Sewer System (MS4) permit, the County shall have protocols for maintenance and repair of County owned roads, streets, sidewalks, and parking lots as well as associated equipment maintenance and material storage to minimize pollutant discharges.

This document provides information on the practices used by Arlington County and its contractors to minimize pollution discharges associated with roadway maintenance operations and protocols designed to minimize the discharge of pollutants associated with equipment maintenance, equipment storage and storage of anti-icing and deicing compounds, abrasives, and other materials.

Implementing urban good housekeeping practices such as street sweeping, litter management, and stormwater infrastructure cleaning and inspection are an important part of the County’s comprehensive stormwater management program.

Additional information pertaining to required pollution controls to be taken during construction can be found in the County’s [Construction Standards and Specifications Manual](#), Section 01500 - Erosion and Sediment Control and Pollution Prevention.

Stormwater Pollution Prevention Plans for the Trades Center and other high priority municipal facilities also include information on pollution prevention and best management practices implemented at these facilities and during field operations.

Potential Pollutants from Roads, Parking Lots, and Materials Storage Areas	
Pollutant	Primary Sources
Sediment, Particulates	Pavement wear, vehicle tracking, atmospheric deposition, sanding, stockpiles of loose materials
Trash / Debris	Uncovered, overflowing waste receptacles, littering, dumping
Nutrients (Nitrogen, Phosphorus)	Fertilizers, pet waste, organic debris, grass clippings, sewage overflows, atmospheric deposition
Hydrocarbons	Spills, leaks, asphalt surface leachate, tire wear, asphalt slurry
Salt	Deicing activities
pH	Concrete wash / slurry runoff
Metals: Zinc	Tire wear, motor oil, grease
Iron	Rust, steel infrastructure
Copper	Brake lining, bearing, bushing wear
Lead	Tire wear
Cadmium	Tire wear, insecticides
Nickel	Fuel, lubricating oils, brake lining wear, asphalt paving
Chromium	Brake lining wear, engine part wear

Acronyms

- DES Department of Environmental Services
- DEQ Department of Environmental Quality
- DPR Department of Parks and Recreation
- EPRY Earth Products Recycling Yard
- FE Facilities & Engineering
- FMB Facilities Management Bureau
- MS4 Municipal Separate Storm Sewer System
- OSEM Office of Sustainability and Environmental Management
- SWB Solid Waste Bureau
- WSS Water, Sewer, Streets

Compliance Responsibilities

These protocols shall be followed by all departments, bureaus, offices, and county contractors that conduct repair and/or maintenance operations on County roads, sidewalks, parking areas, and other associated infrastructure.

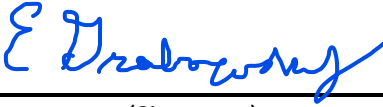
Responsible departments / bureaus and lead point of contacts have been identified for each activity / operation within this document. Designated staff are responsible for ensuring these protocols are implemented within their areas of responsibility, including:


- Ensuring employees have the necessary training, materials, and equipment to carry out the actions identified in these protocols
- Periodically reviewing and updating these protocols to address changes in operations and pollution prevention efforts
- Reporting spills or unauthorized non-stormwater discharges or pollution releases to the County's storm drain system or surface waters
- Informing contractors / service providers about implementing pollution prevention practice to comply with these protocols and the County's MS4 permit
- Ensuring any required corrective action(s) identified during an inspection or field report are remedied.

Certification of Responsibility


The following staff certify that they have reviewed this document and will ensure the responsibilities listed in the previous section will be carried out to comply with these protocols and conditions of Arlington County's MS4 permit.

Harry Wang  4-15-22
(Printed Name) (Signature) (Date)
DES/WSS Bureau Chief

Erik Grabowsky  4-15-22
(Printed Name) (Signature) (Date)
DES/SWB Bureau Chief

Rami Natour  4/15/2022
(Printed Name) (Signature) (Date)
DES/FMB Bureau Chief

Adil Chauhan  4/20/2022
(Printed Name) (Signature) (Date)
DES/ENG Bureau Chief

Michael Simmons  4/18/2022
(Printed Name) (Signature) (Date)
DPR Natural Resources Division Chief

Street and Sidewalk Construction, Repair and Maintenance

Responsible County Department(s)/Bureau(s): DES/WSS

Arlington County is responsible for the maintenance and management of 376 miles of public roadways. The Department of Environmental Services (DES) Water, Sewer & Streets (WSS) Bureau - Streets Section's primary function is to provide the necessary maintenance and upkeep of County roadways. The DES Engineering Bureau oversees new road construction and street improvement projects. Efforts and operations include but are not limited to:

- Repair and maintenance of roadways (patching, pothole filling, sidewalk or curb and gutter replacement)
- Construction of Street Improvement Projects
- Construction / reconstruction of curb, gutter, sidewalks, and driveway aprons
- Rebuilding of streets associated with major concrete construction
- Programmatic maintenance (milling / paving, sealing, re-building) managed by DES WSS Maintenance Contracts Section

A number of activities are associated with roadway upkeep and reconstruction including, asphalt maintenance, concrete maintenance, pothole repair, patching, milling, resurfacing, micro-surfacing, sealing, paving, and repaving. Proper planning for these operations and having the proper equipment can help prevent stormwater pollution. Clean up, proper disposal of any generated wastes, and stabilization of work areas once primary work is completed is critical to avoid pollution discharges to the storm drain system and surface waters.

Hot-mix asphalt is used to resurface streets in an annual program to replace the top 1.5" to 2" of asphalt by milling and paving the surface of older, deteriorated streets. This program runs from March to October.

Slurry seal is a water-based, emulsified asphalt mixture spread over a street surface. It protects streets from water penetration, provides a new wearing surface with improved skid-resistance, and is a quick and economical maintenance strategy. Micro-surfacing is a more robust version of slurry seal. Slurry is primarily used on low-volume residential streets whereas micro-surfacing is used on moderate to high-volume arterials. The slurry seal and micro-surfacing operations typically start in June or July and last for about one month.

The County conducts routine surveys of concrete facilities in the public right of way and replaces deficient sidewalk, curb, gutter and handicap ramps as necessary. Concrete maintenance in residential areas is performed by the County. Sections of sidewalk that are displaced by greater than a half-inch, have cracks in excess of a half-inch wide, have severely spalled (deteriorated surface) concrete or otherwise present a tripping hazard are replaced. In instances where tree roots are affecting concrete sidewalks, the County may replace the concrete sidewalk with asphalt or provide an asphalt transition. Asphalt is a more flexible material that will "grow" with tree roots, whereas concrete is a brittle material that cracks if displaced and requires frequent replacement.

The following actions are required by this protocol, unless not applicable to the specific work:

- Conduct paving, resurfacing, and patching operations during dry weather.
- Stage equipment and materials away from storm drains when possible.
- Protect storm drain inlets prior to starting work. Use booms, filter fabric, or tarps to cover storm drains to prevent sediment, debris, saw cut slurry and other pollutants from entering the drain. Remove any inlet controls at the end of each workday and once the work is completed to maintain street drainage.
- Provide perimeter controls (booms) around stockpiled loose materials in the right of way. Securely cover / tarp stockpiles that will be on site for more than one day.
- Use oil absorbent booms or absorbent pads under / around staged equipment in the field to capture leaks and spills.
- Clean / sweep paved surfaces after work is completed to remove sediment, slurry residue, asphalt or concrete fragments, and debris.
- Clean up any residual debris left on impervious surfaces from stockpiled materials.
- Properly dispose of concrete waste and wash water. Ensure concrete wash water does not enter a storm drain.
- Do not use more water than necessary for proper operation of machinery during saw cutting activities.
- Capture and properly dispose of saw cutting slurry runoff. Do not allow slurry runoff to enter a storm drain.
- Never wash equipment, concrete, sealer, saw cut slurry, sediment, paint, or construction debris into a storm drain.
- Use proper filtering devices such as silt bags or socks when conducting dewatering excavations. Additional filtering controls such as hay bales, stone blankets and booms may be required for secondary filtering and minimizing sediment in runoff.
- Call the Arlington County Fire Department (911) for assistance with large spills or leaks, which cannot be controlled by on-site staff and available spill kits.

Trail Maintenance

Responsible County Department(s)/Bureau(s): DPR/NRD

The County maintains 49 miles of paved multi-use trails throughout the County. Maintenance activities include repaving, pothole repair, and striping. Of these trails, the Department of Parks and Recreation treats and clears 10 miles of high-volume, multi-use County trails during the winter season. The goal is to give the most heavily used County trails the same priority and response time as primary arterial streets. Following snow events, salt or other deicer may be used to alleviate icy conditions throughout the trail system. Protocols for snow clearing would be followed in these instances.

The following actions are required by this protocol, unless not applicable to the specific work:

- Conduct paving, resurfacing, patching, cleaning and striping operations during dry weather.
- Stage equipment and materials away from storm drains when possible.
- Protect storm drain inlets prior to starting work. Use booms, filter fabric, or tarps to cover storm drains to prevent sediment, debris, saw cut slurry and other pollutants from entering the drain. Remove any inlet controls at the end of each workday and once the work is completed to maintain street drainage.
- Provide perimeter controls (booms) around stockpiled loose materials in the right of way. Securely cover / tarp stockpiles that will be on site for more than one day.
- Use oil absorbent booms or absorbent pads under / around staged equipment in the field to capture leaks and spills.
- Clean / sweep paved surfaces after work is completed to remove sediment, slurry residue, asphalt or concrete fragments, and debris.
- Clean up any residual debris left on impervious surfaces from stockpiled materials.
- Never wash equipment, sealer, saw cut slurry, sediment, paint, or construction debris into a storm drain.

Bridge Maintenance

Responsible County Department(s)/Bureau(s): DES/ENG

Bridge maintenance includes many of the same operations for street maintenance and upkeep. Additional activities include, deck resurfacing, paint removal, repainting, rust removal, and resealing. Given the close proximity of some bridges to waterways, extra precautions must be taken during maintenance operations to prevent and minimize pollutants discharges to surface waters. Additionally, if work is to be done in a Resource Protection Area, a Water Quality Impact Assessment may need to be submitted and approved prior to commencing work. Impact assessments shall be submitted to Department of Environmental Services (DES) Office of Sustainability and Environmental Management (OSEM).

Bridge maintenance is overseen and managed by the DES Engineering Bureau. Work is typically conducted by contractors. Contractors must be informed of pollution prevention measures and compliance with the County's MS4 permit, Chesapeake Bay Preservation Act, and environmental regulations prior to starting work.

The following actions are required by this protocol, unless not applicable to the specific work:

- Conduct operations during dry weather and when it is not windy.
- Frequently clean scupper drains.
- Use tarps, drop cloths, booms, dust curtains, and vacuums to capture any debris (paint and rust chips, metals, sediment, solvents) generated during maintenance activities (sand blasting, paint removal). Properly dispose of all waste materials.
- Properly secure paint, solvents, fuel and other liquids at a work site. Store materials in a containment tray.
- Avoid staging equipment, loose materials, and containers near storm drains.
- Ensure large booms and spill kits are readily available and accessible for deployment.
- Install proper erosion and sediment controls when doing maintenance work. Remove any inlet controls at the end of each workday and once the work is complete to maintain surface drainage.
- Minimize amount of water used for saw cutting activities and capture all slurry runoff.
- Clean and restore areas following completion of work.

Parking Lot Maintenance

Responsible County Department(s)/Bureau(s): DES/FMB, DPR/NRD

Similar to streets, parking areas can be significant sources of pollutants such as sediment, trash, petroleum products, and organic debris. These areas also require maintenance and repairs including pavement resurfacing, pothole repair, curb repair, sweeping, and snow removal / deicing. Pollution prevention controls and regular housekeeping are necessary to minimize pollutant runoff.

The DES Facilities Management Bureau (FMB) and the Department of Parks and Recreation (DPR) maintain County parking lots located at parks, community centers, libraries, and municipal buildings.

Parking lot maintenance, including litter removal, snow removal, de-icing, and minor surface repairs, is conducted by the owner or agency responsible for maintaining the lot (DES FMB, DPR). Larger efforts that involve repaving, relining, sealing, crack, pothole, and curb repair are conducted by a contractor. FMB and DPR oversee maintenance of County parking garages. Garage parking areas are vacuum swept by a contractor and pressure washed semiannually.

During the winter season, County crews (DPR, DES FMB, and ACFD) or contractors may remove snow and put down sand, brine, or salt on parking areas.

All contractors must comply with all conditions of these pollution prevention protocols, applicable environmental regulations, and the requirements of the County's MS4 permit. See the "Contractors" section at the end of this document for additional information.

Pervious Pavement

Inspection and maintenance are critical to ensure long term performance of pervious pavement systems. DES OSEM ensures these systems are inspected annually and any necessary maintenance is conducted. Vacuum sweeping is done to prevent surface clogging from organic debris and sediment.

Frequent removal of litter and organic debris from these surfaces will also help with maintaining functionality.

Care needs to be taken to prevent activities such as spreading sand or stockpiling loose materials that may compromise the integrity and long-term performance of these systems. Additionally, this will help reduce maintenance frequency and costs.

Opportunities for retrofitting parking areas, such as the installation of pervious pavement systems or other stormwater management facilities, should be explored and considered when parking areas are being repaved or redeveloped to help reduce stormwater runoff.

The following actions are required by this protocol, unless not applicable to the specific work:

- Conduct paving operations and pothole repair in dry weather whenever possible (exception is non-typical emergency situations where a serious roadway hazard exists).

- When applicable, use inlet protection in front of storm drains during work to prevent sediment and debris from entering the storm drain. Remove any inlet controls at the end of each workday and once the work is completed to maintain surface drainage.
- Stage equipment and materials away from storm drains when possible.
- Clean / sweep areas after work is completed to remove sediment, asphalt or concrete fragments, and debris.
- Protect storm drains during washing operations. A vacuum truck should be used during washing operations to capture wash water. Wash water should be disposed of into the sanitary sewer system. Use the least amount of water possible and place oil absorbent booms in front of storm drains during cleaning. Remove booms and any accumulated material in front of the boom when the cleaning is completed.
- Use absorbent materials to clean heavy petroleum stains. Sweep up absorbent materials and pick up used pads and dispose of materials in trash.
- Install and maintain perimeter controls (booms or sandbags) around loose materials stockpiled on-site. Clean up any residual debris left on-site after stockpiled materials are removed.
- Take actions to prevent discharges of concrete, sealer, sediment, or construction debris to a storm drain. Place booms or other manufactured inlet protection devices in front of storm drains.
- Avoid staging dumpsters and trash receptacles adjacent to storm drains.
- Have a spill kit readily available on-site or in County maintenance vehicles to respond to small spills and leaks.
- Do not over apply sand, salt, and/or deicing materials. Remove excess / accumulated materials after the storm and/or snow season.
- Remove litter and accumulated sediment throughout parking areas, along curbs, and in front of storm drain inlets.

Street and Parking Lot Sweeping

Responsible County Department(s)/Bureau(s): DES/SWB, DPR/NRD, DES/FMB

Streets can be significant sources of pollutants including, sediment, litter, petroleum products, organic debris (nutrients), pet waste (bacteria), and heavy metals that can be carried by runoff during storm events to the storm drain system and surface waters. Hydrocarbons, metals and other vehicle-related materials are deposited on streets as a result of leaks, spills, and routine vehicle wear and tear (tires, brake linings, engine parts). Other pollutants include accumulated grit and sediment from vehicle tracking, transporting loose materials, wear of roadway surfaces, and salt and sand application during winter months. Street sweeping removes a significant amount of these materials, preventing them from entering the storm drain system and entering local streams.

DES Solid Waste Bureau (SWB) oversees the County's street sweeping program. Street sweeping occurs annually, from April through October and includes commercial and residential areas. Conducting street sweeping in early spring removes accumulated sand and salt from streets following the winter season.

To maintain compliance with the MS4 permit, the County shall continue to implement its street sweeping program and shall sweep a minimum of 30,000 lane miles during the 2021-2026 permit cycle.

The following actions are required by this protocol, unless not applicable to the specific work:

- Maintain street sweeper equipment.
- Regularly inspect sweepers for leaks.
- Do not wash sweepers where wash water can enter a storm drain.
- Properly dispose of collected debris.

Snow Operations – Pretreatment, Sanding/Salting, Snow Removal

Responsible County Department(s)/Bureau(s): DES/WSS, DPR/NRD, DES/FMB

Per the County's MS4 permit, the County will implement practices to minimize the discharge of pollutants associated with equipment maintenance, equipment storage and storage of anti-icing and deicing compounds, abrasives and other materials.

DES WSS Streets Section, with assistance from DPR, oversees and conducts pretreatment (brining), snow plowing, salting and sanding of County roadways during winter storms. Excessive use of salt and sand can be environmentally detrimental due to increased loading of sediment and soluble materials to surface waters. Overuse of salt may also adversely affect roadside vegetation and cause corrosion of infrastructure. Because of these impacts, the County takes measures to reduce the amount of salt and sand used during snow removal operations.

To minimize the amount of salt and sand used, the County uses brine as a pretreatment on roadways prior to storm events. Additional measures to reduce the overuse of salt and sand include checking the spreaders prior to each snow shift. The operators calibrate the equipment and adjust the gate, flaps and spinner accordingly. The equipment is serviced before and after each snow season. Snow removal training is conducted on an annual basis by DES WSS.

The County does not use or apply any deicing compounds containing urea or other forms of nitrogen or phosphorus to roadways.

Materials utilized for deicing and sanding activities shall remain covered from precipitation until application. Salt is stored in two locations in the County – the Arlington County Trades Center and the North Side Salt Storage facility. At both locations, salt is stored inside closed structures. Sand is stored in contained areas covered by tarps. Booms are weighed down on the edge of the tarp.

The County was involved with the development of the regional [Salt Management Strategy](#) (SaMS) and is now implementing practices outlined in the [SaMS Tool kit](#). The County is reviewing existing procedures for snow and ice management and exploring what additional best management actions can be taken to promote efficient management and application of anti-icing and deicing compounds per the requirements of the MS4 permit.

The following actions are required by this protocol, unless not applicable to the specific work:

- Continue to use brine as a roadway pretreatment prior to storm events.
- Minimize the use of salt, sand, and deicers whenever possible.
- Minimize spillage during salt / sand loading and unloading operations.
- Continue to train employees on proper usage and rates of salt and sand.
- Routinely adjust and calibrate spreaders to prevent over-application of salt and sand.

- Clean up spilled piles of salt or sand.
- Ensure spill kits in vehicles are readily accessible and properly stocked.

Deicing - Parking Lots and Sidewalks

DES/FMB, DPR, and other agencies manage application of deicer (salt) onto parking lots, sidewalks, and outdoor steps at county facilities. Salt and deicing agents should be applied sparingly to prevent damage to concrete, metal, and vegetation.

Remove all snow from surfaces prior to applying salt / deicers. Use calibrated handheld spreaders, when possible, instead of scoops on steps and by building entrances to reduce the amount of salt used and prevent over application. A 12-ounce coffee mug of salt is enough for a 20-foot driveway or about 10 sidewalk squares.

The County does not use or apply any deicing compounds containing urea or other forms of nitrogen or phosphorus to parking lots, trails, or sidewalks.

The following actions are required by this protocol, unless not applicable to the specific work:

- Store bags of salt / deicer inside or under cover. Keep open bags sealed to prevent spills.
- Do not over apply salt. Use sparingly, only enough as needed.
- Remove residual salt on sidewalks and parking areas and dispose of material in the trash.

Materials Storage

Responsible County Department(s)/Bureau(s): DES/WSS, DES/SWB

Cold Patch Mix

Cold patch mix used for pothole and road repair is stockpiled at WSS operation area at the Arlington County Trades Center. The mix is stored in a contained area that is bounded by concrete or jersey walls on three sides.

The following actions are required by this protocol, unless not applicable to the specific work:

- Keep and maintain absorbent boom in front of the storm drain adjacent to the cold patch mix storage area to prevent materials from entering the drain inlet. Regularly check the boom to ensure they are properly protecting the entire length of the drain opening and that the opening is not clogged – ensure that there is space between the boom and the drain opening to allow for bypass over the boom during significant storm events.
- Following loading / unloading operations, sweep any materials tracked out back into the container area.

Salt and Sand

Materials used for deicing and sanding activities are kept in covered storage facilities until application. Sand and salt are stored at two locations in the County. At the Trades Center, salt and sand are stored in the salt storage building near the DES SWB Earth Products and Recycling Yard (EPRY). The salt storage building is large enough to allow trucks / spreaders to be loaded inside and under cover. This building has a door that is kept closed when the building is not being accessed. Additional information about this facility, including appropriate housekeeping measures can be found in the Arlington County Trades Center Stormwater Pollution Prevention Plan.

Salt and sand are also stored at the North Side Salt Storage facility located at the intersection of Old Dominion Drive and 25th Street North. Salt is stored inside a structure. Sand is stored in contained areas and covered with a tarp. Equipment, including spreader boxes and plows, are stored at this facility. More detailed information about the maintenance of this facility can be found in the North Side Salt Storage Facility Stormwater Pollution Prevention Plan.

The following actions are required by this protocol, unless not applicable to the specific work:

- Sweep the area around the entrances after the storage structures have been accessed to remove any materials that have been tracked out onto the parking area (WSS and/or contractor).
- Remove any litter or debris from these areas and properly dispose of it (put in a trash receptacle or dumpster) (WSS and or contractor).
- Ensure spill kits are accessible and stocked.
- Sweep the North Side Salt Storage Facility parking lot after the winter season (WSS and/ or contractor).

Brine Machine

A brine machine at the Trades Center is used to make brine during the winter season. The use of brine as a pretreatment reduces the amount of sand and rock salt needed to be applied to roadways. Tanks of brine are stored adjacent to the machine. The tanks are stored on a concrete pad in an area enclosed by concrete walls that serve as secondary containment in the event of a leak.

The following actions are required by this protocol, unless not applicable to the specific work:

- Keep the tub of the brine machine covered when the machine is not being used.
- Keep the spigot clean, capped and locked when the machine is not being used.
- Check brine tanks for leaks or damage during inspections.
- Ensure drain plugs in containment walls are in place.
- Remove any debris around the brine machine after use.

Fill Dirt, Gravel, and Stone

Fill dirt, gravel, and stone used for street / underground utility repairs are stored at the DES SWB EPRY. These materials are loaded and unloaded at this facility. DES SWB recycles soil, concrete, rock, and asphalt. These materials are then used for other County jobs. Additional information on pollution practices at the EPRY can be found in the Trades Center Stormwater Pollution Plan.

Equipment Maintenance

Leaks and spills from vehicles and equipment can be a source of pollution. Vehicles and equipment need regular maintenance. County vehicles and equipment used for roadway and parking lot maintenance and repair are maintained by the DES Equipment Bureau. Maintenance and repair work is conducted inside vehicle bays that have floor drains connected to an oil / water separator. If a vehicle is staged outside, drip pans or absorbent pads are placed under actively leaking vehicles. Spills kits are located throughout the facility. Spill response training is done on an annual basis.

The majority of vehicles and equipment used for roadway maintenance, repair, and salting operations are stored outside at the Trades Center or North Side Salt Storage Facility. Many of the drains that receive runoff from these areas have been equipped with filter inserts to capture sediment, petroleum products, and debris. These best management practices (BMPs) are routinely inspected, maintained and/or replaced as needed. Additional information on pollution prevention practices at these facilities can be found in their respective Stormwater Pollution Prevention Plans.

Equipment and vehicles used for snow removal and salting operations are serviced prior to the start of the winter season. For maintenance equipment stored outside, spill control practices are put in place prior to starting maintenance work to catch drips or spills that may occur.

Employees regularly inspect vehicles and equipment and check for leaks. Leaking vehicles are brought to the Equipment Bureau for servicing.

Most County fleet vehicles are equipped with spill kits to address small spills (<5 gallons). Spill kits are also located throughout the Trades Center and at the North Side Salt Storage Facility. The Arlington County Fire Department (911) is contacted for larger spills that cannot be contained by on-site available spill kits or spills that impact waterways.

The following actions are required by this protocol, unless not applicable to the specific work:

- Ensure vehicles used during specific seasons / operations (leaf removal, snow operations) receive regular preventative maintenance prior to the start of the season.
- Regularly inspect vehicles and equipment for leaks or other damage.
- Place drips pans or absorbent pads under vehicles or equipment that are out of service for periods of several days to capture potential leaks.
- Take leaking vehicles or equipment to the Equipment Bureau for repair. Ensure someone is notified about the leak so a drip pan or pads can be put in place to capture leaks.

- Prevent leaks from County vehicles and equipment from entering the storm drain system and surface waters. Use absorbent materials (pads, pillows, booms, socks, absorbents, dirt) to contain the spill. Place booms in front of storm drains.
- Clean up leaked fluids on the ground as soon as possible (no later than 24 hours after discovery) using proper absorbent materials. This is a requirement of the County's MS4 permit. Used absorbent materials shall be properly disposed of in the trash following any such cleanup activities.
- Ensure spill kits in vehicles and at facilities are accessible and properly stocked.
- Call the Arlington County Fire Department (911) for assistance with large spills or leaks (those that cannot be controlled by on-site staff and available spill kits).

Contractors

All contractors must be informed about and comply with the pollution prevention protocols outlined in this plan, applicable environmental regulations, and County Code 26-7. B and C, and the requirements of the County's MS4 permit. Standard language has been incorporated into contracts and [construction standards and specifications](#), which states that contractors will keep clean job sites and comply with all applicable laws and regulations.

The following actions are required by this protocol, unless not applicable to the specific work:

- Discuss pollution prevention practices and controls that will be taken prior to starting work. For activities regulated under Chapter 60 of the County Code, discuss implementation and compliance with the approved Pollution Prevention (P2) Plan.
- Discuss any non-stormwater discharges that may occur and how they will be prevented from entering the storm drain system or surface waters.
- Ensure work is done during dry weather whenever possible.
- Ensure contractors have appropriate spill kits and clean up equipment / materials on site.
- Ensure contractors have appropriate sediment controls.
- Ensure materials at the work site are stored away from storm drains.
- Inspect work sites for evidence of spills and leaks. Notify the contractor immediately and ensure the proper clean-up is done as soon as possible.
- Ensure the work site is cleaned and restored once work is completed.

Reporting Pollution / Non-Stormwater Discharges

Discharges to the storm drain system must be in compliance with Arlington County's [MS4 permit](#) and [County Code](#) 26-7 B and C. A list of authorized non-stormwater discharges can be found in Part I.A.1.b.3 on page 2 of the MS4 permit.

Contact the Arlington County Emergency Communications Center at 911 or 703-558-2222 (non-emergency line) to report releases of hazardous materials, large spills that cannot be cleaned up by staff with available spill kits, and/or illegal dumping.

Any unauthorized non-stormwater discharges to the storm drain system or surface waters must be reported to the DES OSEM, Stormwater Specialist, 703-228-0772. DES OSEM will contact the Virginia Department of Environmental Quality Northern Regional Office 703-583-3800 regarding discharges not authorized under the County's MS4 permit and fish kills.

A spill report form shall be filled out and submitted to the appropriate supervisor, OSEM (c/o Diana Handy), and the Fire Prevention Office (c/o Charlene Gillis) following a large spill event. A copy of the spill report form is available on AC Commons, [Teams: Trades Center](#) page.

Stormwater Pollution Prevention Check List

For every applicable project and/or activity, the following actions are required by this protocol:

- Prevent non-stormwater discharges from entering a storm drain or surface waters.
- Have a spill kit and clean-up materials stocked and readily accessible.
- Capture and collect wash water, concrete wash or slurry, asphalt slurry.
- Use controls when dewatering / pumping sediment-laden water from excavations. This includes use of controls during water main break repair operations following the initial emergency phase and the water has been turned off.
- Check equipment and vehicles regularly for leaks.
- Do not clean equipment, vehicles, or structures in an area where wash water could enter a storm drain.
- Do not hose down spills or debris in street or where wash water can go into a storm drain.
- Clean up site once work is completed (remove trash, debris, sediment).

All work must comply with the conditions of the County's MS4 permit as well as federal, state, and local laws, ordinances, and regulations.