



Your Actions Prevent Stormwater Pollution!

Standard Operating Procedures for Water Quality Protection

General Landscaping Maintenance SOP

Why

Standard Operating Procedures (SOPs) have been prepared for all activities conducted as part of the City's Municipal Operations that have the potential to impact 'waters of the state.

One of the primary goals of these SOPs is to **provide time-tested, generally accepted routine procedures that minimize the potential for release of pollutants during the performance of municipal operations activities.** Please see **Chemical Application SOP** and **Good Housekeeping SOP**, as appropriate.



What

General Landscape Maintenance is an operational best management practice (BMP) developed to control pollutant discharges by using routine maintenance procedures for mowing and debris control. Application of fertilizers, pesticides and herbicides activities should refer to the **Chemical Application SOP**. These procedures are critical steps that must be included during routine landscaping activities at City facilities or City-contracted facilities by employees and contractors.

Who

All City employees or **City-contracted companies** responsible for maintenance of landscaped features.

Where

All landscaped City facilities or City-contracted facilities.

DO

- Inspect newly landscaped initially on a monthly basis until the appropriate timing of maintenance is established; then conduct maintenance per schedule.
- Conduct routine maintenance per schedule, or on an as-needed basis as identified during an inspection, or on an as-needed basis after a storm event.
- Oversee landscape contractors to ensure that correct procedures are followed and contaminants are kept to a minimum, and contained.
- Ask the contractor for a list of items they will be bringing on site for landscape work, and how they will control, contain and dispose of the materials not used.
- Report damage/compromise to landscape areas or bare areas void of vegetation that may result in sediment being transported off site; prepare a repair schedule & complete repairs.
- Remove paper, debris and trash from the landscaped and surrounding areas, and rake leaves and dispose properly prior to mowing activities.
- After mowing & pulling & trimming, collect grass clippings and all other clippings/trimmings/wastes and take offsite for disposal or dispose in trash on site.
- Notify supervisor of any hazardous conditions or materials found during the performance of maintenance activities.

DO NOT

- DO NOT** clean equipment or conduct maintenance on equipment on or near the landscaped area, or near a storm drain or other stormwater conveyance feature.
- DO NOT** leave grass clippings or trimming residue on landscaped area; collect and dispose of in trash.
- DO NOT** apply landscaping chemicals in areas where the residue could make it into the drainageway, channel, ditch, or detention pond (if applicable) during a storm event (see **Chemical Application SOP** for procedures).
- DO NOT** water if chemical applications resulted in excess fertilizer, herbicide or pesticide on the landscaped areas or on the sidewalks or parking lots. Sweep up excess & dispose properly before applying water.
- DO NOT** attempt to clean up any unidentified or possibly hazardous materials found on or around landscaped areas during maintenance; notify supervisor immediately upon discovery of hazardous materials.