



Standard Operating Procedure				SOP #:	PW-0614
Description:	Dirt & Gravel Roads & Easements Maintenance				
Department:	Public Works Department - ROW Maintenance			Date Revised:	2/21/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 4/16/2014			Original Date Prepared: 4/16/2014		
Job Classification: All ROW Maintenance Personnel					

**OPERATIONAL OVERVIEW:** Dirt & Gravel Roads & Easements Maintenance includes the repair and maintenance of shoulders, washouts, headwalls, emergency cleanup and cave-ins. Additionally, all ROW Maintenance Personnel and Supervisors will prevent and/or minimize storm water impacts during such work.

**STANDARD PROCEDURAL STEPS:**

1. Initial investigation of Service Request Orders (SROs) will be completed by the Supervisor or appointed personnel
2. All vehicle operators are required to inspect equipment and ensure that all components are functional before utilizing equipment.
  - a. Any component found to be inoperable or in need of repair during inspection should be reported and a vehicle work order shall be obtained.
  - b. All vehicle operators are required to ensure vehicles are properly stocked and loaded with appropriate materials and supplies.
3. Operators are to follow manufacturer's recommended procedures.
4. Crews shall report to assigned work areas and ensure that all safety protocols are met while on jobsite.
5. Ensure the Daily Worksheet is on hand for that day.
6. Inspect the work site at the beginning and end of the day to ensure no pollutants or sediments are entering storm drains, ditches, or channels.
7. Ensure material/product is properly loaded, not leaking and covered during mobilization/demobilization.
8. Ensure all debris and materials are removed and not pushed/flushed into the catch basins, ditches or channels.
9. Ensure sediment/runoff/inlet protection devices such as silt fences, crushed rock, wattles, etc. (BMPs) are on-site and in adequate numbers (if needed).



ALABAMA

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10. Ensure spill response equipment and supplies are stocked/readily available. If a spill occurs, follow spill response procedures as described in the Spill Response SOP.
11. Install temporary traffic control devices and signs to warn and divert vehicular traffic.
12. Install sediment/runoff protection devices at the down gradient side of the road or easement as well as at the down gradient end of the road or easement.
13. Install inlet protection devices at nearby catch basins down gradient of the work area, according to BMPs (if needed).
14. At the end of the repair/maintenance work, inspect the ditches and channels and remove the runoff protection devices if the area is stabilized and not eroding. If the area is not yet stable schedule a future return to remove devices.
15. All repairs, replacements, and material usage are recorded on the Daily Worksheet and turned in to the Supervisor by Vehicle Operators.

#### **EMPLOYEE TRAINING**

1. Ensure employees are trained in above operations, stormwater pollution prevention and spill response.
2. Ensure employees know how to recognize and report illegal discharges.

#### **RECORD KEEPING AND DOCUMENTATION**

1. Keep a copy of all employees trained in above operations, storm water pollution prevention and spill response.
2. Keep a copy of the tracking spreadsheet.