



## Standard Operating Procedure: Parking Lot and Roadway Maintenance

Date: 2024/05/01

Version: 1

Review Frequency: Annual

### Reasons for Procedure

Montgomery County (County) has a permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Virginia Department of Environmental Quality (VAR040134). Montgomery County Public Schools (MCPS) has entered into an agreement to meet certain responsibilities under the permit. This permit authorizes the County 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 parking lots, drive aisles, and any non-VDOT road surfaces maintained by the county or MCPS. Improperly maintained parking lots and roadways can result in contaminated stormwater runoff. Discharge of these contaminants into a storm drain is considered an “Illicit Discharge.” Illicit discharges can result in significant fines and other penalties from regulatory agencies.

### 2.0 Scope

These procedures apply to the County and MCPS maintained parking lots, drive aisles, and road surfaces. It also applies to individuals and independent contractors who may engage in maintenance activities on County or MCPS property.

### 3.0 Responsibility

All County and MCPS staff are responsible for preventing illicit discharges from their operations.

#### 3.1 Managers and Supervisors

Managers and supervisors are responsible for ensuring that staff who perform maintenance are familiar with and follow these procedures. Managers and supervisors are responsible for ensuring training is conducted with the most recent version of the SOP.

#### 3.2 Personnel Performing Parking Lot and Roadway Maintenance

Personnel performing this work on County or MCPS facility properties are responsible for following the correct procedures for maintenance.

## 4.0 Procedures

### 4.1 Maintenance

- 4.1.1 Inspect roadways and parking lots for deterioration.
- 4.1.2 Perform preventative maintenance such as crack sealing, slurry sealing, patching, pavement overlays and shoulder replacement to prevent stormwater contamination.
- 4.1.3 Cover manholes and catch basins prior to performing maintenance to prevent oil and debris from entering the storm drain system.
- 4.1.4 Remove weeds, sediments and other debris from cracks and other portions of the roadway to ensure proper adhesion of materials being placed.
- 4.1.5 Perform work on clean and dry surfaces only.
- 4.1.6 Apply sealants and slurries in a smooth and uniform manner.
- 4.1.7 Remove excess sealants or spills and dispose of properly.
- 4.1.8 For shoulder repairs install silt fence or other BMPs to prevent the transport of sediment or other fines via stormwater runoff.
- 4.1.9 Ensure shoulders are stabilized prior to the removal of silt fence or other temporary BMPs.
- 4.1.10 Ensure cracks are properly sealed and potholes patched prior to performing pavement overlays.
- 4.1.11 Apply tack coats for pavement overlays uniformly and only apply to areas that will receive a pavement overlay.
- 4.1.12 If milling is required ensure sweeping is conducted simultaneously or prior to opening the roadway to thru traffic.
- 4.1.13 Perform testing on asphalt to ensure the proper mix is being applied and at the appropriate temperature.
- 4.1.14 Remove loose debris from equipment prior to transportation.
- 4.1.15 Sweep all loose debris after placement and prior to reopening the roadway and/or parking lot.
- 4.1.16 Remove manhole and catch basin inlet protection after all loose debris has been swept.
- 4.1.17 Maintain equipment be used to prevent spills and leaks.
- 4.1.18 Record the location and date of maintenance.

**5.0 Review of Procedure/Training**

All managers and personnel who perform maintenance on parking lots and road surfaces are responsible for reviewing this procedure with all employees who have these job duties at least once every 24 months. Any project managers who hire contractors to perform these job duties are required to convey the requirements of this procedure to the contractors.

**6.0 Regulatory Impacts**

**6.1 Stormwater Regulations**

Illicit discharges are prohibited by the MS4 permit. This offense is punishable by civil and criminal penalties as illicit discharges constitute a threat to the public health, safety, and welfare, and are deemed public nuisances.

\*Printed versions of SOPs with previous review dates are considered current as long as the version number is the same as the current version. Current versions of all SOPs are maintained on the County Stormwater Resources website.