

# SOP 16: Streets and Parking Lots

## Introduction

Regular sweeping of streets and municipally-owned parking lots is important for maintaining clean and safe roadways. It also plays a vital role in keeping pollutants like sand, trash, and leaves out of the MS4. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on street and parking lot sweeping procedures and frequencies to reduce the discharge of pollutants to the storm drainage system and receiving waters. If sweeping services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

Streets and municipally-owned parking lots are swept twice annually as required under Appendix H.

## Procedures

The Town of Palmer will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

### Sweeping Frequency

- All streets should be swept and/or cleaned a minimum of once per year in the spring (with the exception of rural uncurbed roads with no catch basins or high speed limited access highways).
- Sweep as soon as possible after snow melt and following winter activities such as sanding to capture sand and debris before it is washed into the storm drainage system.
- Consider more frequent sweeping for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors.
- For rural uncurbed roadways with no catch basins and limited access highways, the Town of Palmer will either meet the minimum frequencies above, or develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies within two (2) years of the effective date of the MS4 Permit, and submit such plan with its year one annual report.
- In accordance with Long Island Sound TMDL requirements, the Town of Palmer will conduct more frequent sweeping for municipally-owned streets and parking lots. Sweeping will be performed in these areas a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept. 1 – Dec. 1; following leaf fall) to reduce runoff to Quaboag, Ware, Swift and Chicopee Rivers. **The following streets and parking lots will be targeted:**

Swift River			
Bond Street	Depot Street	Jim Ash Road	South High Street
Bridge Street	East Street	Main Street	South Main Street
Calvin Street	First Street	Maple Street	Spring Street
Center Street	Griffin Street	Off South High Street	State Street
Crawford Street	High Street	Pine Street	Stewart Street
Crest Street	Hill Street	Pleasant Street	Third Street
Cross Street	Hillside Drive	Second Street	



<b>Quaboag River</b>			
Alden Street	Cleveland Street	June Street	Rathbone Street
Allen Street	Colonial Street	King Street	Reservoir Street
Arch Street	Conant Street	Knox Street	Ridge Street
Arnold Street Extension	Converse Street	Lathrop Street	Riverview Street
Barlow Street	Davis Way	Lawrence Street	Riverview Parkway
Beauregard Drive	Deborah Street	Longview Street	Rockview Street
Belanger Street	Diane Street	Main Street	Roosevelt Street
Berkshire Street	Dublin Street	Maple Street	Salem Street
Beverly Street	East Palmer Park Drive	Mason Street	School Street
Birch Hill Drive	Emelda Street	Mechanic Street	Searle Street
Birch Street	Fairfield Drive	Mill Street	Shaw Street
Blanchard Street	Fairview Street	Mt. Dumplin Road	Shearer Street
Bourne Street	Fenton Street	Nipmuck Street	South Main Street
Bourneside Street	Fieldstone Drive	Norma Street	Spring Street Extension
Bowden Street	Fletcher Street	Norma Street Extension	Squier Street
Brainerd Street	Flynt Street	North Main Street	Stone Street
Breckenridge Street	Ford Street	Oak Street	Strong Street
Bretton Street	Foster Street	Oakland Street	South Street
Bridge Street	Foundry Street	Old Farm Road	Taft Street
Brown Street	Fox Ave	Old Flynt Street	Temple Street
Buckland Street	French Street	Old Thompson Street	Thompson Drive
Cabot Street	George Street	Orchard Street	Thompson Street
Calkins Street	Geraldine Street	Overlook Drive	Thorndike Street
Carol Street	Green Street	Packard Street	Vaille Street
Caroline Circle	Grove Street	Palmer Street	Vernon Street
Carriage Drive	Grove Street Extension	Park Street	Walnut Street
Carter Street	Helen Street	Pearl Street	Washington Street
Cedar Hill Street	Hickory Lane	Peavey Street	Water Street
Cedar Street	High Street	Pine Hill Drive	Whalen Street
Central Street	Highland Street	Pine Street	Wilbraham Road
Chamber Road	Hillside Street	Pinney Street	Willow Street
Cheney Street	Holbrook Street	Pioneer Drive	Wilson Ave.
Cherry Street	Homestead Street	Pleasant Street	Wilson Street.
Chestnut Street	Irene Street	Prospect Street	Winthrop Street
Christine Street	Jackson Street	Quaboag Street	Woodland Street
Church Street	James Street	Quaker Lane	Wright Street
Circle Drive	Jefferson Street	Randall Street	

<b>Ware River</b>			
Charles Street	Gay Street	Monat Street	Ruggles Street
Church Street	Harding Street	Moore's Street	Ruggles Court
Coache Street	Harvey Street	Norbell Street	School Street
Commercial Street	High Street	North Street	Sharon Street



Cottage Street	Hill Street	Oak Street	Stimpson Street
Cross Street	Hobbs Street	Panek Street	Summer Street
Darryl Circle	Lafayette Ave	Pine Street	Sykes Street
East Street	Lariviere Ave	Pleasant Street	Ware Street
East Main Street	Main Street	Prospect Street	Wilson Street
Elizabeth Street	Meadow Lane	River Street	
Gates Street	Michael Street	Riverside Ave	

Chicopee River			
Baptist Hill Road	Edgewood Street	Linda Street	Sasur Street
Barker Street	Front Street	Maple Street	Sharon Street
Belchertown Road	Glenn Street	Maple Terrace	Sibley Street
Bridge Street	High Street	New Hampshire Ave	South Street
Calkins Road	Juniper Drive	Norbell Street	Springfield Street
Chudy Street	Kelly Street	North Street	Sylvia Street
Circle Drive	Laurel Road	Overlook Drive	

Lake Thompson			
Beech Street	Flynt Street	Smith Street	

- In accordance with Appendix H requirements, the Town of Palmer will increase street sweeping frequency in commercial areas, high density residential areas, or drainage areas with a large amount of impervious area. **The following streets will be targeted to reduce runoff to:**

Quaboag River			
Alden Street	Cleveland Street	June Street	Rathbone Street
Allen Street	Colonial Street	King Street	Reservoir Street
Arch Street	Conant Street	Knox Street	Ridge Street
Arnold Street Extension	Converse Street	Lathrop Street	Riverview Street
Barlow Street	Davis Way	Lawrence Street	Riverview Parkway
Beauregard Drive	Deborah Street	Longview Street	Rockview Street
Belanger Street	Diane Street	Main Street	Roosevelt Street
Berkshire Street	Dublin Street	Maple Street	Salem Street
Beverly Street	East Palmer Park Drive	Mason Street	School Street
Birch Hill Drive	Emelda Street	Mechanic Street	Searle Street
Birch Street	Fairfield Drive	Mill Street	Shaw Street
Blanchard Street	Fairview Street	Mt. Dumplin Road	Shearer Street
Bourne Street	Fenton Street	Nipmuck Street	South Main Street
Bourneside Street	Fieldstone Drive	Norma Street	Spring Street Extension
Bowden Street	Fletcher Street	Norma Street Extension	Squier Street
Brainerd Street	Flynt Street	North Main Street	Stone Street
Breckenridge Street	Ford Street	Oak Street	Strong Street
Bretton Street	Foster Street	Oakland Street	South Street
Bridge Street	Foundry Street	Old Farm Road	Taft Street



Brown Street	Fox Ave	Old Flynt Street	Temple Street
Buckland Street	French Street	Old Thompson Street	Thompson Drive
Cabot Street	George Street	Orchard Street	Thompson Street
Calkins Street	Geraldine Street	Overlook Drive	Thorndike Street
Carol Street	Green Street	Packard Street	Vaille Street
Caroline Circle	Grove Street	Palmer Street	Vernon Street
Carriage Drive	Grove Street Extension	Park Street	Walnut Street
Carter Street	Helen Street	Pearl Street	Washington Street
Cedar Hill Street	Hickory Lane	Peavey Street	Water Street
Cedar Street	High Street	Pine Hill Drive	Whalen Street
Central Street	Highland Street	Pine Street	Wilbraham Road
Chamber Road	Hillside Street	Pinney Street	Willow Street
Cheney Street	Holbrook Street	Pioneer Drive	Wilson Ave.
Cherry Street	Homestead Street	Pleasant Street	Wilson Street.
Chestnut Street	Irene Street	Prospect Street	Winthrop Street
Christine Street	Jackson Street	Quaboag Street	Woodland Street
Church Street	James Street	Quaker Lane	Wright Street
Circle Drive	Jefferson Street	Randall Street	

<b>Ware River</b>			
Charles Street	Gay Street	Monat Street	Ruggles Street
Church Street	Harding Street	Moores Street	Ruggles Court
Coache Street	Harvey Street	Norbell Street	School Street
Commercial Street	High Street	North Street	Sharon Street
Cottage Street	Hill Street	Oak Street	Stimpson Street
Cross Street	Hobbs Street	Panek Street	Summer Street
Darryl Circle	Lafayette Ave	Pine Street	Sykes Street
East Street	Lariviere Ave	Pleasant Street	Ware Street
East Main Street	Main Street	Prospect Street	Wilson Street
Elizabeth Street	Meadow Lane	River Street	
Gates Street	Michael Street	Riverside Ave	

<b>Chicopee River</b>			
Baptist Hill Road	Edgewood Street	Linda Street	Sasur Street
Barker Street	Front Street	Maple Street	Sharon Street
Belchertown Road	Glenn Street	Maple Terrace	Sibley Street
Bridge Street	High Street	New Hampshire Ave	South Street
Calkins Road	Juniper Drive	Norbell Street	Springfield Street
Chudy Street	Kelly Street	North Street	Sylvia Street
Circle Drive	Laurel Road	Overlook Drive	

<b>Lake Thompson</b>			
Beech Street	Flynt Street	Smith Street	



- The Town of Palmer's annual report will include the sweeping schedule developed above to target areas with high pollutant loads.
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### Sweeping Practices

- Street sweeping should be conducted in dry weather. Sweeping should not be conducted during or immediately after rain storms.
- Dry cleaning methods should be used whenever possible, with the exception of very fine water spray for dust control. Avoid wet cleaning or flushing of the pavement.
- When necessary, enact parking bans to facilitate sweeping on busy streets.
- Sweep in a manner that avoids depositing debris into storm drains.
- Sweeping equipment (mechanical, regenerative air, vacuum filter, tandem sweeping) should be selected depending on the level of debris. Brush alignment, sweeper speed, rotation rate, and sweeping pattern should be set to optimal levels to manage debris.
- Routinely inspect and perform maintenance on sweeping equipment to reduce the potential for leaks. See SOP 21: Operations and Maintenance of Municipal Vehicles and Equipment for more information.

### Sweepings Reuse and Disposal

- The reuse of sweepings is recommended by MassDEP. If street sweepings are reused (e.g., as anti-skid material or fill in parking lots), they should be properly filtered to remove solid waste, such as paper or trash, in accordance with their intended reuse. All reuse and/or disposal of street sweepings will be managed in accordance with current MassDEP policies and regulations.
- Sweepings intended for reuse can be stored for up to one year in approved temporary storage areas. Storage areas should be protected to prevent erosion and runoff and should be located away from wetland resource areas and buffer zones, surface water, or groundwater.
- Sweepings are classified as solid waste. If not reused, they should be disposed of at solid waste disposal sites.
- For additional information on approved reuses of sweepings and storage/disposal policies, refer to MassDEP policy #BAW-18-001: Reuse and Disposal of Street Sweeping (<https://www.mass.gov/files/documents/2018/05/14/street-sweepings.pdf>).
- The Town of Palmer will store sweepings intended for reuse at the Town Highway Garage in accordance with MS4 regulations. Street sweepings will be disposed of at a regional facility contracted through the Connecticut River Stormwater Committee, in conjunction with several other participating facilities.

### Documentation and Reporting

The following information should be documented and included in each annual report:

- Number of miles of streets cleaned
- The volume or mass of material removed (refer to the sweeping log in the attachments).



### Employee Training

- Employees who perform street and parking lot sweeping are trained at least one times per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

### Attachments

1. Street and Parking Lot Sweeping Log

### Related Standard Operating Procedures

1. SOP 21: Operations and Maintenance of Municipal Vehicles and Equipment



**Street Sweeping Log**  
**Town of Palmer, Massachusetts**

Date	Operator	Weather Conditions	Streets/Parking Lots Swept	Number of Miles Swept	Volume/Mass of Material Removed	Corrective Action Taken/Recommended

