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When recorded, mail to:

Draper City Recorder 1020 East Pioneer Road Draper City, Utah 84081 12709996
02/05/2018 10:31 AM \$0.00
Book - 10644 P9 - 3668-3702
ADAM GARDINER
RECORDER, SALT LAKE COUNTY, UTAH
CITY OF DRAPER
1020 E PIONEER RD
DRAPER UT \$4020
BY: CRA, DEPUTY - MA 35 P.

Affects Parcel No(s): 28.30.151.051 and 28.30.151.057

STORMWATER POLLUTION PREVENTION MAINTENANCE AGREEMENT

| This Stormwater Pollution Prevention Maintenance Agr | eement ("Agreement") is |
|--|-------------------------|
| made and entered into this 2000 day of | |
| by and between Draper City, a Utah municipal corporation ("C | ity"), and |
| Draper Spectrum, LC | |
| a Utah Limited Liability Company | ("Owner"). |
| . 7 | <u> </u> |

RECITALS

WHEREAS, the City is authorized and required to regulate and control the disposition of storm and surface waters, as set forth in the Draper City Municipal Code Chapter 16-2, as amended ("Ordinance"), adopted pursuant to the Utah Water Quality Act, as set forth in *Utah Code Ann*. §§ 19-5-101, et seq., as amended ("Act"); and

WHEREAS, the Owner hereby represents and acknowledges that it is the owner in fee simple of certain real property more particularly described in Exhibit "A," attached hereto and incorporated herein by this reference ("Property"); and

WHEREAS, the Owner desires to build or develop the Property and/or to conduct certain regulated construction activities on the Property which will alter existing storm and surface water conditions on the Property and/or adjacent lands; or

WHEREAS, the Owner's existing property was completed after January 1, 2003; disturbed an area greater than or equal to one acre, or disturbed less than one acre and is part of a larger common plan of development or sale; and is served by a private onsite stormwater management facility; and

WHEREAS, in order to accommodate and regulate storm and surface water flow conditions, the Owner is required by federal, state, and local law to build and maintain at Owner's expense a storm and surface water management facility or improvements ("Stormwater Facilities"); and

WHEREAS, the Stormwater Facilities are more particularly described and shown in the final site plan or subdivision approved for the Property and related engineering drawings, and any amendments thereto, which plans and drawings are on file with the City and are hereby incorporated herein by this reference ("Development Plan"); and

WHEREAS, the summary description of all Stormwater Facilities, details and all appurtenance draining to and affecting the Stormwater Facilities and establishing the standard operation and routine maintenance procedures for the Stormwater Facilities, and control measures installed on the Property, ("Stormwater Maintenance and Preservation Plan") is more particularly shown in Exhibit "B" on file with the County Recorder's Office; and

WHEREAS, a condition of Development Plan approval, and as required as part of the City's Small MS4 UPDES General Permit from the State of Utah, Owner is required to enter into this Agreement establishing a means of documenting the execution of the Stormwater Maintenance and Preservation Plan; and

NOW, THEREFORE, in consideration of the benefits received and to be received by the Owner, its successors and assigns, as a result of the City's approval of the Stormwater Maintenance and Preservation Plan, and the mutual covenants contained herein, the parties agree as follows:

Section 1

Construction of Stormwater Facilities. The Owner shall, at its sole cost and expense, construct the Stormwater Facilities in accordance with the Development Plans and specifications, and any amendments thereto which have been approved by the City.

Section 2

Maintenance of Stormwater Facilities. The Owner shall, at its sole cost and expense, adequately maintain the Stormwater Facilities. Owner's maintenance obligations shall include all systems and appurtenances built to convey stormwater, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance, for purposes of this Agreement, is defined as good working condition so that the Stormwater Facilities are performing their design functions. The Owner shall, at its sole cost and expense, perform all work necessary to keep the Stormwater Facilities in good working condition.

Section 3

Annual Maintenance Report of Stormwater Facilities. The Owner shall, at its sole cost and expense, inspect the Stormwater Facilities and submit an inspection report and certification to the City. The purpose of the inspection and certification is to assure safe

and proper functioning of the Stormwater Facilities. The annual inspection shall cover all aspects of the Stormwater Facilities, including, but not limited to, the parking lots, structural improvements, berms, channels, outlet structure, pond areas, access roads, vegetation, landscaping, etc. Deficiencies shall be noted in the inspection report. The report shall also contain a certification by the Owner, or the Owner's officers, employees, agents, and representatives_as to whether adequate maintenance has been performed and whether the structural controls are operating as designed to protect water quality. The annual inspection report and certification shall be due by July 31st of each year and shall be on forms acceptable to the City.

Section 4

City Oversight Inspection Authority. The Owner hereby grants permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the Stormwater Facilities upon reasonable notice to the Owner of at least three business days. Such inspections shall be conducted in a reasonable manner and at reasonable times, as determined appropriate by the City. The purpose of the inspection shall be to determine and ensure that the Stormwater Facilities are being adequately maintained, are continuing to perform in an adequate manner, and are in compliance with the Act, the Ordinance, and the Stormwater Facilities Maintenance Plan.

Section 5

Notice of Deficiencies. If the City finds that the Stormwater Facilities contain any defects or are not being maintained adequately, the City shall send Owner written notice of the defects or deficiencies and provide Owner with a reasonable time, but not less than sixty (60) days, to cure such defects or deficiencies. Such notice shall be confirmed delivery to the Owner or sent certified mail to the Owner at the address listed with the County Tax Assessor.

Section 6

Owner to Make Repairs. The Owner shall, at its sole cost and expense, make such repairs, inspections, changes or modifications to the Stormwater Facilities as may be determined as reasonably necessary by the City within the required cure period to ensure that the Stormwater Facilities are adequately maintained and continue to operate as designed and approved.

Section 7

City's Corrective Action Authority. In the event the Owner fails to adequately maintain the Stormwater Facilities in good working condition acceptable to the City, the City may correct a violation of the design standards or maintenance needs by performing all necessary work to place the facility in proper working condition. Prior to commencing work the City shall have complied with Section 5 and given Owner a second notice to cure or correct within 15 days served according to the delivery methods described in Section 5

It is expressly understood and agreed that the City is under no obligation to maintain or repair the Stormwater Facilities, and in no event shall this Agreement be construed to impose any such obligation on the City. The actions described in this Section are in

addition to and not in lieu of any and all equitable remedies available to the City as provided by law for Owner's failure to remedy deficiencies or any other failure to perform under the terms and conditions of this Agreement.

Section 8

Reimbursement of Costs. In the event the City, pursuant to this Agreement, incurs any costs, or expends any funds resulting from enforcement or cost for labor, inspections, use of equipment, supplies, materials, and the like related to storm drain disconnection from the City system, the Owner shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City. Owner shall also be liable for any collection costs, including attorneys' fees and court costs, incurred by the City in collection of delinquent payments.

Section 9

Successor and Assigns. This Agreement shall be recorded in the County Recorder's Office and the covenants and agreements contained herein shall run with the land and whenever the Property shall be held, sold, conveyed or otherwise transferred, it shall be subject to the covenants, stipulations, agreements and provisions of this Agreement which shall apply to, bind and be obligatory upon the Owner hereto, its successors and assigns, and shall bind all present and subsequent owners of the Property described herein.

Section 10

Severability Clause. The provisions of this Agreement shall be severable and if any phrase, clause, sentence or provision is declared unconstitutional, or the applicability thereof to the Owner, its successors and assigns, is held invalid, the remainder of this Covenant shall not be affected thereby.

Section 11

Utah Law and Venue. This Agreement shall be interpreted under the laws of the State of Utah. Any and all suits for any claims or for any and every breach or dispute arising out of this Agreement shall be maintained in the appropriate court of competent jurisdiction in Salt Lake County, Utah.

Section 12

Indemnification. This Agreement imposes no liability of any kind whatsoever on the City. The Owner hereby agrees to indemnify and hold the City and its officers, employees, agents and representatives from and against all actions, claims, lawsuits, proceedings, liability, damages, accidents, casualties, losses, claims, and expenses (including attorneys' fees and court costs) that directly result from the performance of this agreement, but only to the extent the same are caused by any negligent or wrongful act or omissions of the Owner, or the Owner's officers, employees, agents, and representatives.

Section 13

Amendments. This Agreement shall not be modified except by written instrument executed by the City and the Owner of the Property at the time of modification, and no modification shall be effective until recorded in the County Recorder's Office.

Section 14

Subordination Requirement. If there is a lien, trust deed or other property interest recorded against the Property, the trustee, lien holder, etc., shall be required to execute a subordination agreement or other acceptable recorded document agreeing to subordinate their interest to the Agreement.

Section 15

Exhibit B. Stormwater Maintenance and Preservation Plan (SWMP) must adapt to change in good judgment when site conditions and operations change and when existing programs are ineffective. Exhibit B shall be filed with this agreement at the County Recorder's Office.

STORMWATER POLLUTION PREVENTION MAINTENANCE AGREEMENT

| SO AGREED this 11th day of January 20 10. |
|--|
| PROPERTY OVALER |
| PROPERTY OWNER |
| By: Title: MANAGER |
| By: Title: |
| |
| STATE OF UTAH) |
| COUNTY OF Sattlake) |
| The above instrument was acknowledged before me by <u>John P. Thaucound</u> is <u>//</u> day |
| of TANUARY, 2018. |
| Gardyna Wast |
| Notary Public GAYLYNN HART |
| Residing in: Salt Lake OULITY My commission expires: 8-7-19 NOTARY PUBLIC - STATE OF UTAH My Comm. Exp. 08/07/2019 Commission # 684684 |
| Try commission expires. 7 7 7 Commission # 684684 |
| DD A DED CHILL |
| DRAPER CITY |
| By: Date: 1.26.18 December 1.26.18 |
| Mayor Troy K. Walker |
| Attest: CORPORATE CORPORATE |
| Otty Recorder 3 |
| State of Utal |
| STATE OF UTAH) |
| :ss. |
| COUNTY OF) |
| The above instrument was acknowledged before me by Troy Walker, this 26 day |
| of January , 20 18. |
| 1/ 00 Cl. 101. |
| Notary Public Residing in: Salt Lake County KELLIE CHALLBURG Notary Public State of Utah My Commission Expires on: January 7, 2019 Comm. Number: 680202 |
| Residing in: Salt Lake County Comm. Number: 680202 |
| My commission expires: 1 7-19 |

Attachments:

Exhibit A: Plat and Legal Description Exhibit B: Stormwater Maintenance and Preservation Plan

EXHIBIT A

Parcels: 28-30-151-056 and 28-30-151-057

$Eastgate\ Subdivision\ 2^{nd}\ Amended$ Amending Lots 101A and 102A of Eastgate Subdivision Amended

Located in the Northwest Quarter of Section 30, Township 3 South, Range 1 East, Salt Lake Base & Meridian Draper City, Salt Lake County, Utah

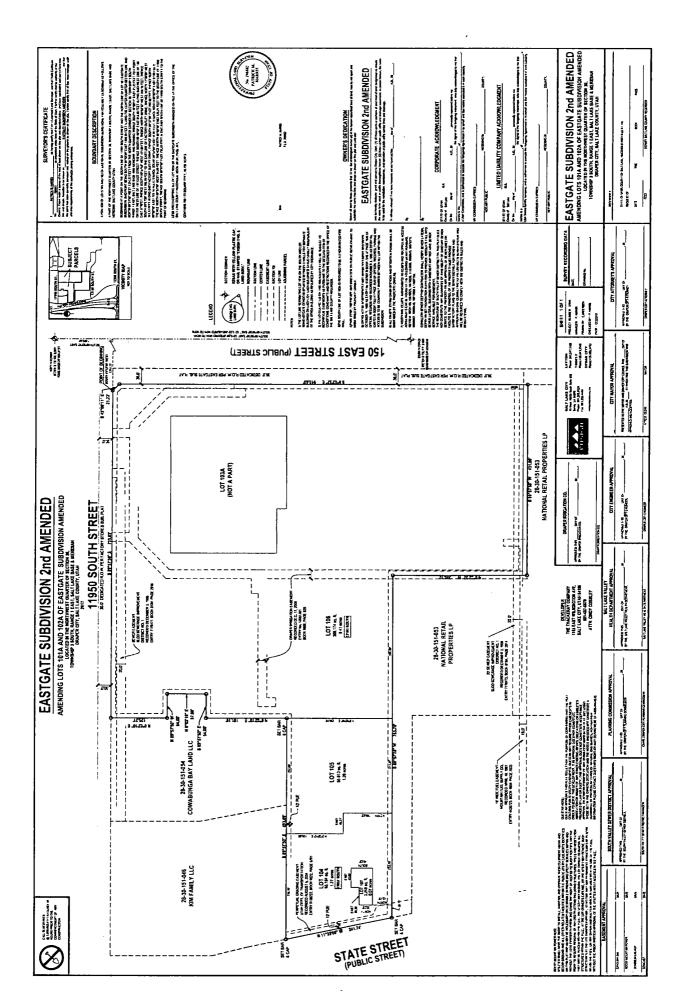


EXHIBIT B

Stormwater Maintenance Plan

for:

Eastgate Subdivision 12093 South State Street Draper, UT

PURPOSE AND RESPONSIBILTY

As required by the Clean Water Act and resultant local regulations, including Draper City Municipal Separate Storm Sewer Systems (MS4) Permit, those who develop land are required to build and maintain systems to minimize litter and contaminants in stormwater runoff that pollute waters of the State.

This Long-Term Stormwater Management Plan (LTSWMP) describes the systems, operations and the minimum standard operating procedures (SOPs) necessary to manage pollutants originating from or generated on this property. Any activities or site operations at this property that contaminate water entering the City's stormwater system and generate loose litter must be prohibited, unless SOPs are written to manage those activities or operations, and amended into this LTSWMP.

CONTENTS

SECTION 1: SITE DESCRIPTION, USE AND IMPACT

SECTION 2: TRAINING

SECTION 3: RECORDKEEPING SECTION 4: APPENDICES

SECTION 1: SITE DESCRIPTION, USE AND IMPACT

The site infrastructure and operations described in this Section are limited to controlling and containing pollutants and if managed improperly can contaminate the environment. The LTSWMP includes standard operations procedures (SOPs) that are intended to compensate for the limitations of the site infrastructure. The property manager must use good judgment and conduct operations appropriately, doing as much as possible indoors and responsibly managing operations that must be performed outdoors.

Impervious Areas, Parking, Sidewalk and Patio

The drive lanes and parking areas on this site drain to the storm drain inlets. These areas primarily have standard curb and gutter with some waterways. These are very efficient at collecting water and unfortunately other debris as well, such as dirt and leaves. This necessitates sweeping programs to remove these pollutants before they can enter into the stormwater system. The HOA will be responsible for maintenance of any drive lanes and parking areas. The SOP for Impervious Areas, Parking, Sidewalk and Patio is included in Appendix B.

Landscape Maintenance

This property has grass and shrubbery which will require regular maintenance. The parking areas have minimal landscaping, mostly sod, and will require regular maintenance. This involves mowing, sweeping, pruning, and the use of fertilizers, and pesticides. The resulting debris and waste from these maintenance activities will be carried into the stormwater system if not picked up during regular maintenance. In addition to the maintenance described above, the HOA will also be responsible for the Landscape Maintenance of the storm water detention basins located on the northwest corner of the property. The SOP for Landscape Maintenance is included in Appendix B.

Waste Management

This site has numerous dumpsters located throughout the site. It will be the responsibility of the HOA to ensure all waste is placed into proper dumpster containers and lids are closed tightly to prevent light weight debris from being blown out of containers. Inspecting, maintaining, and ensuring proper use of garbage dumpsters will be the responsibility of the HOA. The Waste Management SOP designed to minimize this problem is included in Appendix B.

Storm Water Storage and Conveyance Systems

This sites stormwater system consists of mostly waterways and underground piping. All stormwater is directed to the detention basin located on site.

It is important that the Storm Water Conveyance System is maintained properly to ensure the desired performance. The HOA is responsible for the maintenance of the storm water conveyance system on site. The HOA must insure all inlet boxes are cleared of all debris and obstructions that may prevent storm water flow. The HOA must also insure that all designated retention and detention areas are clear of any landscaping or obstructions that may limit their storage capacity, or inhibit storm water flow to, and from the storage

areas. For the storm water system to operate properly all parts of the system must be clear to operate freely.

Therefore, the entire storm water system will require regular routine maintenance to be effective. The Storm Water Storage and Conveyance Systems SOP is included in Appendix B.

Spill Response

All properties are prone to accidents and spills and these pollutants can get washed to the storm drain system. It is vital that these spills are properly cleaned and disposed of. The Spill Response SOP is written to explain how spills must be cleaned up. This is included in Appendix B.

SECTION 4: TRAINING

The HOA will ensure that all employees and maintenance contractors know and understand the SOPs specifically written to manage and maintain the property. Maintenance contractors must use the stronger of their Company and the LTSWMP SOPs. File all training records in Appendix C.

SECTION 5: RECORDKEEPING

Maintain records of operation and maintenance activities in accordance with SOPs. Mail a copy of the record to Draper City annually by July 31st east year.

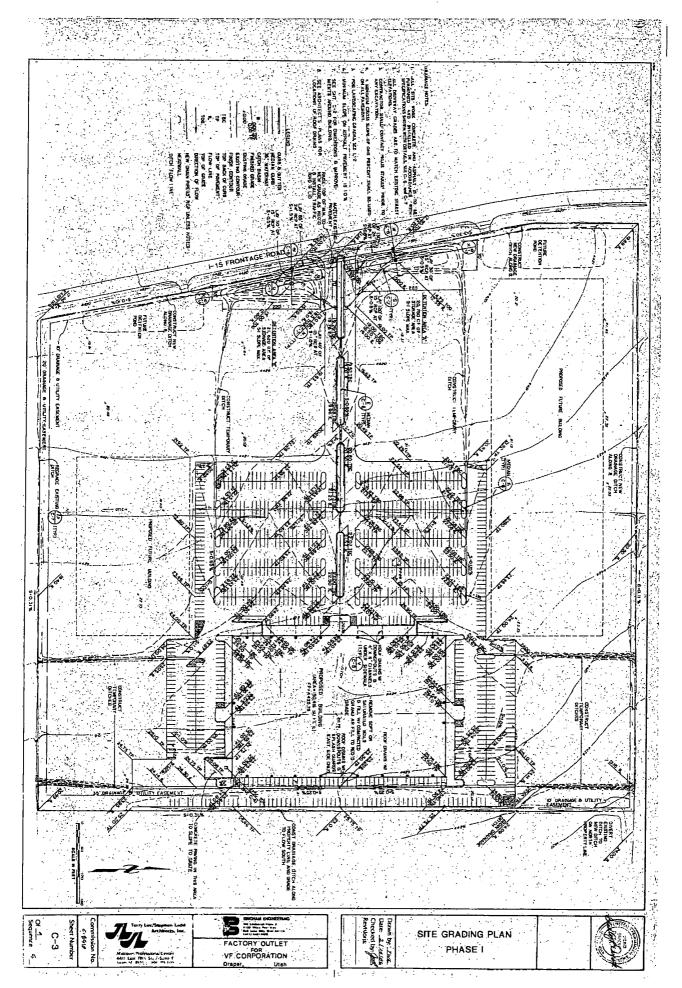
SECTION 6: APPENDICES

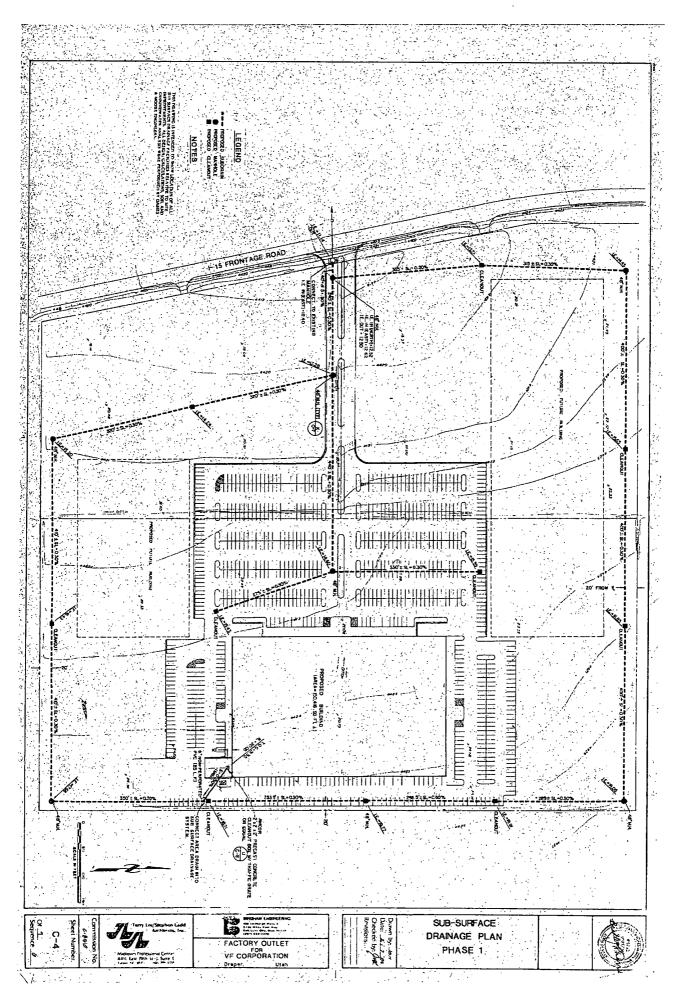
Appendix A- Site Drawings and Details

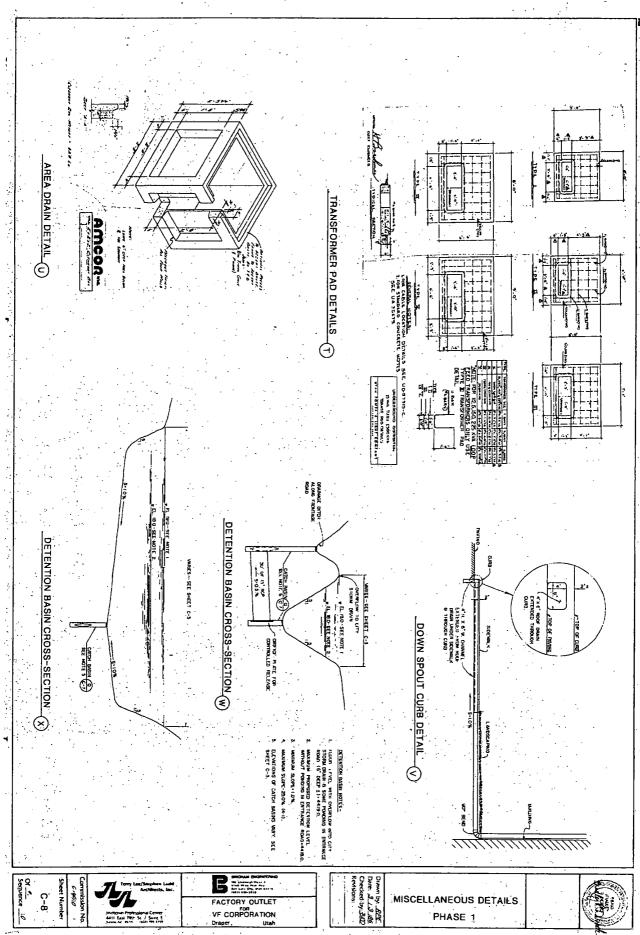
Appendix B- SOPs

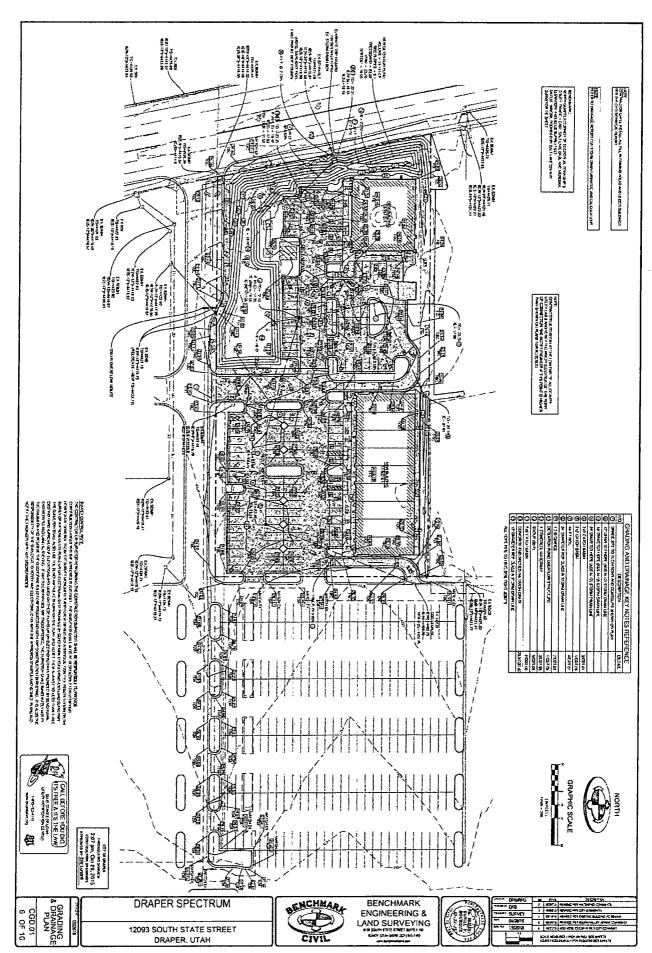
Appendix C- Recordkeeping Documents

APPENDIX A - SITE DRAWINGS AND DETAILS

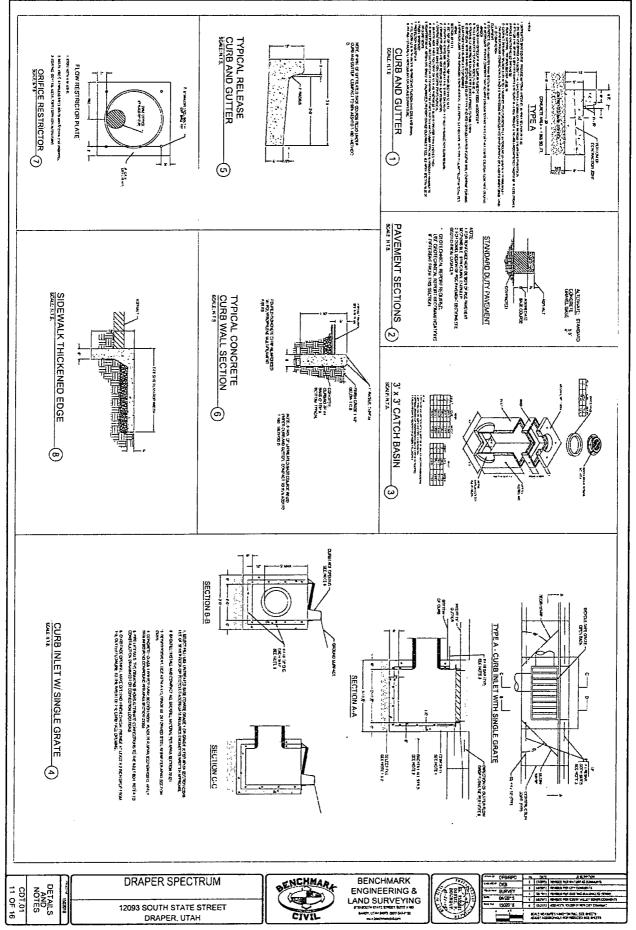


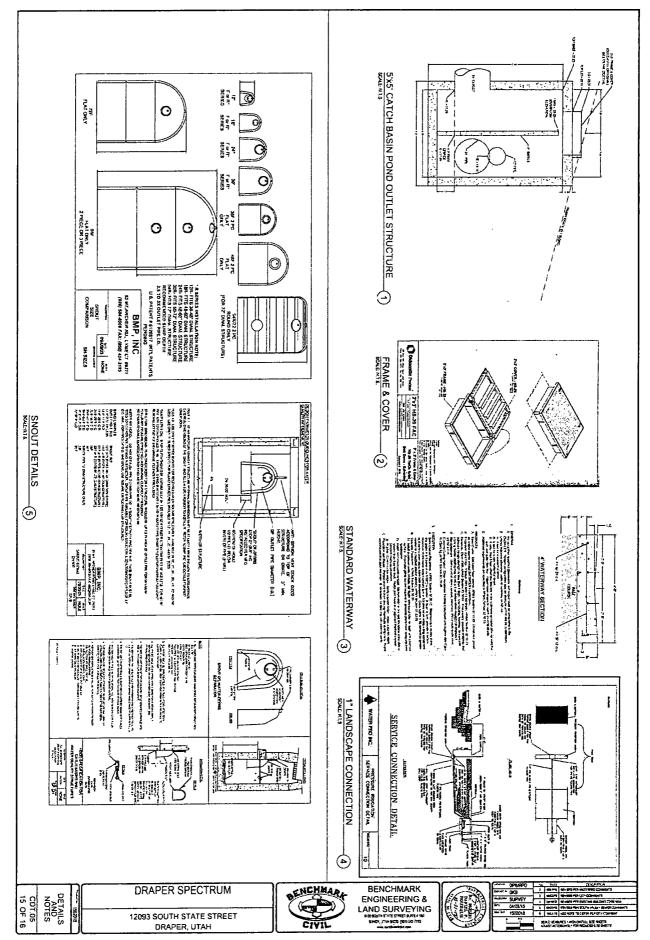


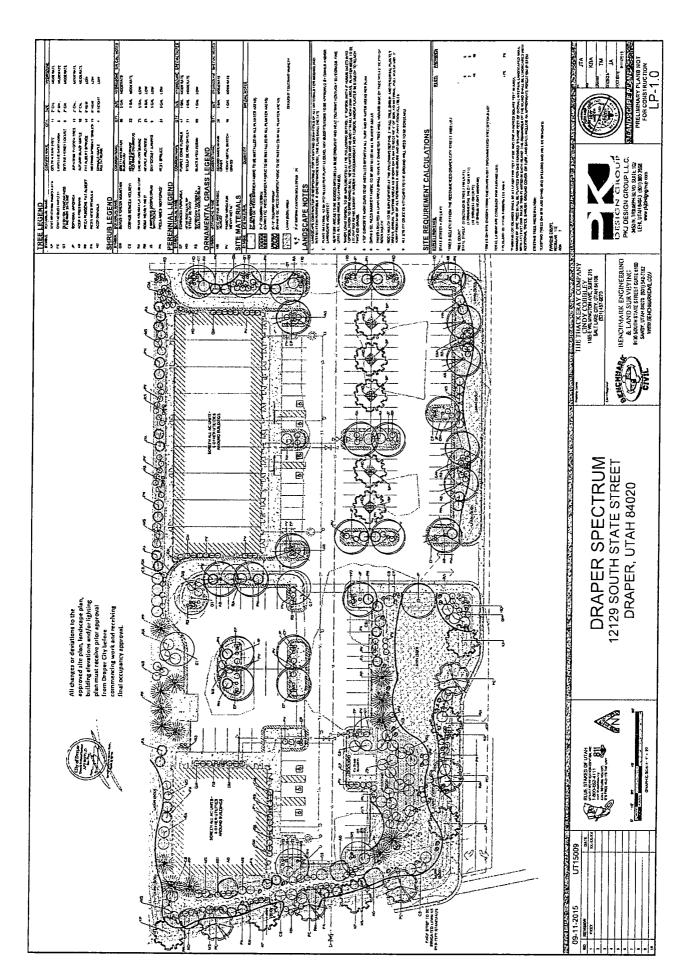




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APPENDIX B - SOPs

IMPERVIOUS AREAS, PARKING, SIDEWALK AND PATIO (SOP)

General:

This SOP is not expected to cover all necessary procedure actions. This SOP is allowed to be changed in good judgment when it is necessary for the proper protection and containment of pollutants. Any Changes of routine operations must be amended in this SOP.

1. Preparation

- Inform tenants of proper parking and road maintenance to reinforce proper housekeeping.
- b. Restrict parking in areas to be swept prior to and during sweeping using regulations as necessary.

2. Process

- a. Ensure that designated parking areas and driveways are clean and clear of debris and sediments.
- b. Hand sweep sections of gutters, sidewalks, and patios if soil and debris
- c. Pick-up litter as required to keep area clean and orderly.

3. Clean-up

- a. Dispose of debris and other materials removed from site properly. Proper disposal of debris and other materials includes placing said materials in the designated dumpsters provided on site. Materials such as oil, batteries, and other hazardous waste must be disposed of at a hazardous waste facility. (Many local auto parts stores will dispose of used oil and vehicle batteries.)
- b. Do not store in locations where storm water could transport fines or liquids into the storm drain system.
- c. Hosing sidewalks and patios down is no longer acceptable.

4. Documentation

a. Document completed cleanup activities in "LTSWMP Inspection Report".

5. Frequency

- a. Streets should be swept once every two months and more frequently if inspections deem it necessary. Fall months will require street sweeping a minimum of once a month to prevent plant foliage from entering the storm drain system.
- b. Sidewalks and patios should be swept monthly or when inspections deem it necessary.

6. Inspections

- a. Inspections should occur once a month. Fall months will require a weekly inspection to ensure no plant foliage is in danger of entering or blocking the storm drain system.
- b. Inspections should identify any debris, trash or sediment on roadways, parking areas, and sidewalks.
- c. Use inspections to ensure all SOPs are being followed.
- d. Use inspection results to alter maintenance frequency if necessary.

LANDSCAPE MAINTENANCE (SOP)

General:

This SOP is not expected to cover all necessary procedure actions. This SOP is allowed to be changed in good judgment when it is necessary for the proper protection and containment of pollutants. Any Changes of routine operations must be amended in this SOP.

1. Preparation

- a. Train employees on proper use of equipment and chemicals.
- b. Make sure your state Chemical Handling Certification is complete and up-to-date before handling any chemicals.
- c. Calibrate fertilizer and pesticide application equipment to avoid excessive application.
- d. Use pesticides only if there is an actual pest problem.
- e. Time and apply the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for best results ("Read the Label").
- f. Know the weather conditions. Do not use pesticides if rain is expected within a 24-hour period. Apply pesticides only when wind speeds are low (less than 5 mph).

2. Process

- a. Keep clippings away from storm drain system.
- b. Follow the manufacturer's recommendations for mixing, application and disposal of fertilizer and pesticides. ("Read the Label").
- c. Do not mix or prepare pesticides for application near storm drains, preferably mix inside a protected area with impervious secondary containment so that spills or leaks will not contact soils.
- d. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting.) of pesticides and fertilizers.

3. Clean-up

- a. Sweep or blow small clippings into landscape areas, or collect and properly dispose of.
- b. Dispose of large clippings in approved locations or containers per waste management sop.
- c. Sweep or blow pavements or sidewalks where fertilizers or other solid chemicals have fallen, back onto grassy areas before applying irrigation water. Insure that all fertilizers or other solid chemicals are completely cleaned off pavements or sidewalks following every application.
- d. Triple rinse pesticide and herbicide containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste. Do not rinse on pavements to limit downstream impact.

- e. Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and their containers. ("Read the Label")
- f. Maintain irrigation system to prevent waste and minimize pollutants that could enter the storm drain from faulty irrigation equipment.
- g. Do not hose down hard surfaces. Use dry cleanup methods such as sweeping to remove powdered pollutants from hard surfaces.

4. Documentation

- a. Document completed cleanup activities in "LTSWMP Inspection Report".
- b. Keep copies of MSDS sheets for all pesticides, fertilizers and other hazardous products used.

5. Frequency

- a. Landscape maintenance should occur weekly during spring and summer months or whenever inspections deem it necessary.
- b. During fall months leaves and foliage should be collected when inspections deem it necessary.

6. Inspections

- a. Inspections should occur after each maintenance event.
- b. Inspections should identify any leaves, clippings, or trimmings left in runoff areas.
- c. Inspections should identify any possible fertilizers, pesticides or chemicals that may enter storm water system.
- d. Use inspections to ensure all SOPs are being followed.
- e. Use inspection results to alter maintenance frequency if necessary.

WASTE MANAGEMENT (SOP)

General:

It is illegal to allow anything other than rain water to be discharged to a storm drain. To prevent trash from polluting our environment, incorporate BMPs into your business operations. This SOP is not expected to cover all necessary procedure actions. This SOP is allowed to be changed in good judgment when it is necessary for the proper protection and containment of pollutants. Any Changes of routine operations must be amended in this SOP.

1. Preparation

a. Proper disposal of trash includes placing waste materials in the designated dumpsters provided on site. Materials such as oil, batteries (no alkaline), ink jet cartridges, cell phones, paint, etc., are considered household hazardous waste and must be disposed of at the Household Hazardous Waste (HHW) facility at the Trans-Jordan Landfill.

- b. During collection hours ensure that customers do not park vehicles to block access to the site dumpsters.
- c. Ensure the size of your dumpster is appropriate for the trash load of your business.
- d. Communicate proper trash BMPs to all tenants including removal of trash from sidewalks and patios and out of storm drains. Educate tenants to properly bag trash before putting it in the receptacles.

2. Process

- a. Perform regular inspections of garbage dumpsters for leaks, and have repairs made immediately by responsible party.
- b. Keep trash dumpster pad areas clear of trash and keep dumpster lids closed.
- c. Request/use dumpsters, and trash cans with lids and without drain holes.
- d. Garbage containers must be stored on the sides of buildings or shielded to prevent contact with storm water and to minimize wind exposure.
- e. Do not overfill containers so that the lid will not close.
- f. Keep lids on containers closed to prevent trash from blowing out or containers filling with water.

3. Clean-up

- a. Keep areas around dumpster containers both in storage and on the street clean of all garbage.
- b. Have dumpster containers emptied regularly to keep from overfilling. Special caution should be used for all lightweight trash because garbage receptacles that contain lightweight materials could be in danger of tipping over in the case of strong winds. In this case, clean-up may be needed in roadways and/or yard areas due to wind-blown debris.
- c. Do not hose out dumpsters. Apply absorbent over any fluids spilled. If dumpster area requires cleaning, use dry clean-up methods or a permitted mobile washer. Mobile washers must follow these minimum SOPs.

4. Documentation

a. Document completed cleanup activities in "LTSWMP Inspection Report".

5. Frequency

a. Waste management should be ongoing at all times. Employees should ensure all waste is disposed of in garbage containers and ready for pickup weekly.

6. Inspections

- a. Inspections should occur once a month.
- Inspections should identify any damage to dumpster containers, any cracks or holes which may allow waste to leak into roadways. (Replace containers when necessary)
- c. Inspections should ensure all garbage containers are being used properly without overfilling containers and lids are closed.
- d. Use inspections to ensure all SOPs are being followed.

STORM WATER STORAGE AND CONVEYANCE SYSTEMS (SOP)

General:

This SOP is not expected to cover all necessary procedure actions. This SOP is allowed to be changed in good judgment when it is necessary for the proper protection and containment of pollutants. Any Changes of routine operations must be amended in this SOP.

1. Preparation

- a. Inform tenants that detention/retention areas are not to be altered or obstructed in any way.
- b. Do visual inspection on outside of grate.
- c. Check for broken parts of the system that may need to be replaced.
- d. Do visual inspection inside cleanout boxes. (DO NOT ENTER ANY MANHOLE OR CLEANOUT)

2. Process

- a. Remove any large loose debris and sorbent materials with hand tools.
- b. Clean system (pipes and boxes) using a high powered vacuum truck to suck out standing water and sediment.
- c. Use a high pressure washer to break up any remaining material in the catch basin, while capturing resulting slurry with vacuum.
- d. Once catch basins are clean, clean any sediment that may have entered pipes.

3. Clean-up

a. Obtain documents ensuring cleanup contractor is licensed to dispose of materials.

4. Documentation

- a. Document completed cleanup activities in "LTSWMP Inspection Report".
- b. Record the amount of waste collected and number of catch basins cleaned and the area they were cleaned in. Keep any notes or comments of any problems encountered.

5. Frequency

a. Use inspection results and clean storm drain system when necessary.

6. Inspections

- a. Inspections should occur three times a year or after a large storm event for the storm drain system.
- b. Inspections should identify any flow obstructions, or damage to the system.
- c. Inspections should identify any sediment buildup in pipes and clean out boxes. If more than 2" of sediment and debris is present in pipes or boxes then maintenance is needed.
- d. Use inspections to ensure all SOPs are being followed.
- e. Use inspection results to determine maintenance frequency.

SPILL RESPONSE (SOP)

General:

This SOP is not expected to cover all necessary procedure actions. This SOP is allowed to be changed in good judgment when it is necessary for the proper protection and containment of pollutants. Any Changes of routine operations must be amended in this SOP.

1. Preparation

- a. Understand Material Safety Data Sheet (MSDS) sheets for handling of product.
- b. Supervisors insure that employees handling and transporting chemicals are trained on the proper procedures.
- c. Determine proper place of handling.
- d. Have necessary containment and spill kits at handling place (location to be determined by Home Owners Association)
- e. Have proper Personal Protective Equipment (PPE) available and wear it prior to handling chemicals as necessary or as required.
- f. Inform home owners of proper cleanup of spills that occur on the property in areas such as garages and driveways.

2. Process

- a. Wear proper PPE for the chemical being used, transported or handled.
- b. Begin transfer or handling process.
- c. Discontinue process if spills occur.
- d. Disconnect and store handling equipment.

3. Clean-up

- a. Do not wash spill down the storm drain.
- b. Clean up spills with proper material using dry methods or other means that will pick the spill up. The dry method includes using sorbent materials, broom and shovel, and vacuum operations. If using water and/or detergents to clean the spilled material, this waste must be vacuumed or effectively picked up by other methods.
- c. Dispose of contaminated material at appropriate facility. Appropriate facilities include dumpsters and receptacles so long as waste is solid at time of disposal. Liquid waste may be disposed in the sanitary sewer system after the following conditions have been met:
 - i. Dry cleanup methods have been used to remove the bulk of the spill and disposed per the Waste Management SOP.
 - The liquid waste amounts are small and diluted with water. This is intended for spill cleanup waste only and never for the disposal of unused or spent liquids.

4. Documentation

- a. Document completed cleanup activities in "SMP Inspection Report".
- 5. Frequency
 - a. Spill response should occur after every spill event.
- 6. Inspections

- a. Inspections should occur after every spill response event.
- b. Use inspections to ensure all SOPs are being followed.

APPENDIX C – SMP RECORDKEEPING DOCUMENTS

MAINTENANCE/INSPECTION SCHEDULE

| Frequency | Site Infrastructure. Replace text with the infrastructure / system that must be maintained; repeat | | |
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Inspection Frequency Key: A=annual, Q=Quarterly, M=monthly, W=weekly, S=following appreciable storm event, U=Unique infrastructure specific (specify)

RECORD INSPECTIONS IN THE MAINTENANCE LOG

Inspection Means: Either; Traditional walk through, Awareness/Observation, and during regular maintenance operations while noting efficiencies/inefficiencies/concerns found, etc.

MAINTENANCE LOG

| Date | Maintenance Performed/Spill Events. Perform Maintenance per SOPs | Observation Notes, including but not limited to; Inspection results, Observations, System Performance (effectiveness/inefficiencies), SOP Usefulness, Concerns, Necessary Changes | Initials |
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Contact the Stormwater Division for an example of a maintenance/inspection log xxx-xxx-xxxx

| Annual Summary of LISWMP effectiveness, inefficiencies, problems, necessary changes etc. | | |
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^{*}You may create your own form that provides this same information or request a word copy of this document.

Annual SOP Training Log per Section 2

| SOP | Trainer | Employee Name / Maintenance Contractor Co | Date |
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^{*}You may create your own form that provides this same information or request a word copy of this document.