



**Standard Operating Procedure:  
Vehicle and Equipment Maintenance  
And Washing**

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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. The County and MCPS repair, maintain vehicles and equipment and store vehicles and equipment outdoors.

### **1.0 Purpose**

The purpose of this procedure is to describe the proper means for maintaining vehicles and equipment that are used or stored outdoors. Improperly maintained vehicles and equipment can generate spills or leaks that can enter the storm sewer system or generate 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 departments and staff that have fleet vehicles, mechanized equipment, and other motorized implements that are used or stored outdoors and may be exposed to stormwater. 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 operate and maintain vehicles or equipment 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 Vehicle and Equipment Maintenance**

Personnel performing this work on County or MCPS facility properties and personnel operating equipment are responsible for following the correct procedures for vehicle or equipment maintenance..

**4.0 Procedures**

**4.1 Operator Inspections**

Before using a vehicle or piece of equipment, operators should inspect it for any obvious signs of leaks or other maintenance problems.

**4.2 Establish a Routine Maintenance Schedule**

All County or MCPS-owned vehicles or equipment should receive routine maintenance according to the manufacturer's guidelines, at minimum.

**4.3 Fleet Vehicle Maintenance**

Vehicle maintenance should occur, at minimum, once a year during State required vehicle inspection. Vehicles should be serviced by staff or another authorized repair shop that is certified to conduct State inspections.

**4.4 On Site Equipment Maintenance**

For equipment or machinery that can be maintained on-site using in-house staff, proper precautions should be taken to ensure any leaks, spills, or drips from maintenance operations do not cause stormwater contamination. Ideally maintenance should occur indoors where equipment cannot come into contact with stormwater. In the event that maintenance cannot occur indoors, efforts should be made to minimize the possibility of an illicit discharge or stormwater contamination. All maintenance activities should be conducted on an impervious surface as far as possible for stormwater conveyances, ditches, or drains. Additional precautions may include, but are not limited to, the use of tarps or drip pans under equipment during maintenance activities.

During snow removal events, snow removal equipment should be inspected periodically during usage for signs of leakage. Any maintenance or signs of leakage from equipment during snow events should be reported to the appropriate supervisor.

**4.5 Unexpected Repairs, Spills, or Leaks**

Upon identification of a problem with a vehicle or piece of equipment, it shall receive service as soon as possible. Notify appropriate maintenance personnel so the vehicle or equipment can be taken out of service and repaired.

Precautions should be taken, such as those described in 4.4 so that stormwater contamination or an illicit discharge does not occur before the equipment can be serviced. Actively leaking vehicles or equipment should not be moved until the leak can be stopped. Spills and leaks should be cleaned up immediately upon discovery and contaminated material should be disposed of properly, as described in the Spill Response SOP.

**4.6 Vehicle Washing**

Vehicles or equipment are to be washed in the indoor facilities available at the County Garage and the MCPS bus washing bay.

**4.7 Individuals Performing Maintenance on UVA Property**

Individuals are discouraged from performing vehicle or equipment maintenance work on County property, including in parking garages and parking lots. In the event these activities take place, proper precautions to prevent stormwater contamination shall be utilized as described in 4.4.

**4.8 Independent Contractors Performing Maintenance on County Property**

Independent contractors desiring to perform vehicle or equipment maintenance on privately owned vehicles located on County or MCPS property must contact the appropriate project manager before proceeding with operations. Contractors must demonstrate their operations will comply with this policy and that they will not cause an illicit discharge. This will include taking proper precautions to prevent stormwater contamination as described in section 4.4 and having spill cleanup materials on-hand.

**5.0 Review of Procedure/Training**

All managers and personnel who maintain or operate vehicles or equipment 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.