



Divisional

General Site Maintenance

Standard Operating Procedure

WASTE
REDUCTION
& DISPOSAL
DIVISION

Landfills require general maintenance throughout the year in order to keep them orderly and clean. Much of this maintenance is in anticipation of forthcoming Regulatory inspections, responses to complaints, or preparing for the rainy season.

Guidelines:

1. Access roads on the site are to be maintained and re-bladed to eliminate ruts; some access roads receive a layer of crushed aggregate, asphalt grindings, or asphalt patching if paved.
2. Maintain drainage, fill in low spots and keep all drainage pipes and swales free of brush and debris. Re-grade minor erosion on slopes by hand or with equipment to fill in voids and/or erosion rills. Redirect runoff with berms/dikes, etc., to appropriate drainage structures.
3. Perimeter fencing and gates/locks are to be maintained at all times to ensure security. This includes repairing breaks in fabric, straightening bent posts, replacing hinges and locks, and replacing and/or repairing “No Trespassing” signs. City of San Diego forces and/or contractors may be used in this endeavor.
4. Litter removal is performed by City forces, or quite often through the use of non-profit crews. Litter can consist of anything from wind blown trash to illegal dumps. Therefore, the level of effort to remove it is commensurate with the type of litter found.
5. Mowing of vegetative growth for weed control is also performed where needed. In some areas, non-native vegetation is removed to encourage native plant growth. Be sure to check with the Landfill Gas Supervisor and the Division Biology staff before commencement of mowing activities.
6. *Inactive:* Coordinate with other groups who may be using a landfill site before beginning activities that may impact them. This may include model airplane flyers, Little Leagues, other City Departments, etc. Also, be aware of the inactive sites that have City yards situated on or contiguous to landfill areas.
7. *Inactive:* Most of the inactive sites should be inspected on a weekly basis due to the various end users. There is *almost always* something going on that, if left unchecked in the beginning may develop into a problem and/or violation.

Benefit of Compliance to Instruction:

- Protection of public Health and Safety
- Beautification of sites
- Regulatory Compliance

General Site Maintenance Standard Operating Procedure

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agency(s)
 - Bad Press with Community and/or local news agencies
 - Disciplinary action for failure to follow appropriate procedures
-

Environmental Management System (EMS) – ISO 14001

Process Map #: DO-1.0

Reviewed by: Senior Staff

Approved by: Kip Sturdevan, *Deputy Environmental Services Director, WRAD*

The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a “Controlled Copy” stamp (in red) and WRAD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.