



**Standard Operating Procedure:  
Landscape Materials and Organic Waste**

Issue Date: 5/1/2024    Version: 4    Review Frequency: Annual

**Scope**

This procedure applies to all landscaping maintenance activities and operations performed on UVA property whether by employees or outside contract companies.

**Responsibility**

Anyone performing landscape maintenance or activities related to landscaping on UVA property must comply with this procedure.

**Procedures**

**1. Vegetation Maintenance**

- a. All vegetation shall be maintained to keep stormwater conveyances, including drains, clear and free of vegetative debris.

**2. Storage of Materials**

- a. Landscape materials stored awaiting use shall be stored so that they cannot cause impacts to stormwater drains, conveyances, or streams. This includes ensuring stockpiles are located away from storm drains, using berms around the base of the pile where appropriate, and covering or otherwise protecting stockpiles from erosion when not in use.
- b. Materials that are temporarily being stored on site awaiting placement (e.g. mulch), do not need to be covered as long as the material will be used within 48 hours of deposition and no rain is in the forecast.

**3. Landscape Waste Generation**

- a. Any organic, plant or soil wastes generated as a result of landscape maintenance, including but not limited to leaves, soil cores, grass clippings, or other debris shall be handled in an environmentally responsible manner to reduce likelihood of this material entering stormwater conveyances or local streams.
- b. Grass clippings shall be collected or blown back on to grassed areas. In no cases shall grass clippings be blown onto pavement, where they can then be washed down a storm drain.
- c. Soil cores shall remain on grassed areas so that any soil runoff remains on the landscaped areas.
- d. Leaves shall be picked up as promptly as practical in order to keep storm drains clear from obstruction, which could cause damaging flooding, and keep leaves from entering

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the storm sewer system. In the event leaves cannot be picked up in a timely manner, they should be blown back onto vegetated surfaces.

- e. Limbs, sticks, or other vegetative debris generated either as a result of maintenance activities or from natural causes should be cleaned up immediately upon generation or discovery. If vegetative debris cannot be removed from a site in a timely manner, it should be moved to a vegetated area where it cannot block stormwater conveyances or storm drains.

### 4. **Disposal of Organic Landscape Waste**

- a. UVA has a vegetative debris collection site located on Observatory Hill. All vegetative waste that cannot be reused on site should be taken to this location. Departments can contact UVA Landscaping (434-982-4668) in order to make arrangements to bring material to the collection site.
- b. Contractors performing work, unless otherwise directed, are responsible for proper offsite disposal of materials.