



**Standard Operating Procedure:
Sand/Salt and Spreader Shed Maintenance**

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Scope

This procedure describes the required good housekeeping measures that must be taken when loading, unloading, or storing materials at the Salt/Sand Shed and Spreader Shed within the University of Virginia (UVA) Facilities Management Yard.

Responsibility

Anyone loading, unloading, or storing materials at the Salt/Sand Shed and Spreader Shed is responsible for following this procedure.

Procedures

1. Deliveries of materials by outside vendors to the Salt and Sand Shed must be monitored so that any spilled materials are swept up and placed in the shed. Trench drains should be covered during deliveries.
2. When loading salt and sand onto trucks for deicing purposes, employees must be sure that any scattered materials are swept and returned to stockpiles under roof protection. Tracking of materials from the site must be prevented and addressed as soon as possible when observed.
3. Salt and sand in the spreader shed must be cleaned up after use so that these materials are not subject to runoff during heavy rains.
4. Drip pans or other means should be utilized to prevent oil drips and leaks from the spreaders from contaminating stormwater runoff. Any oil on the spreader shed floor should be removed with absorbent pads or granular material immediately upon discovery and the source of the oil repaired or otherwise managed to prevent additional release.