

COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, HIGHWAY DIVISION STANDARD OPERATING PROCEDURES		S.O.P.NO. ENV-01-35-1-000	PAGE 1 OF 4
SUBJECT: Routine Maintenance of Drainage Structures on Highway Division Roadways and Facilities		DISTRIBUTION Managers, Supervisors and District Directors	
EFFECTIVE 6/27/2011	ISSUED 6/27/2011	APPROVED: Frank DePaola (Signature on original)	

PURPOSE

To ensure that routine maintenance operations for drainage structures/systems are conducted in accordance with applicable environmental regulatory requirements. Drainage structures in use by MassDOT include but are not limited to catchbasins, culverts, culvert headwalls, drainage ditches, paved waterways, streams, and rivers.

RESPONSIBILITY

It is the responsibility of the District Maintenance/Operations Engineer or DHD designee to designate the applicable district personnel responsible to ensure compliance with this and all other applicable SOPs.

It is the responsibility of the Maintenance/Operations Engineer or DHD designee to initiate a District wide inventory of drainage structures needing repair/replacement. A copy of the drainage structure inventory should be submitted to Highway Operations on a regular basis.

It is the responsibility of all MassDOT personnel overseeing District Maintenance Contractors during routine maintenance operations to ensure this SOP is adhered to.

It is the responsibility of the Maintenance/Operations Engineer or DHD designee, Resident Engineer (RE) and the District Maintenance Contractor to perform the work in accordance with this SOP and to consult with the District Environmental Engineer (DEE) to obtain permits that are needed to complete the work in accordance with SOP 34 (Environmental Scope Review of Maintenance Projects).

Environmental Services/Wetlands Unit develops comprehensive training addressing Storm Water Management/Storm Water Permits, Wetland Resource Protection/Wetland Permits. The Environmental Services/Wetlands Unit conducts this training for all applicable District Operation/Maintenance personnel in the Districts on a minimum biennial schedule. Such training should be offered to District Maintenance Contractors at the Districts' discretion.

District personnel shall refer to MassDOT's (as MassHighway) "*MassHighway Storm Water Handbook*" (and its future revisions) to obtain proper guidance on storm water management. This document should be referenced for all projects to identify applicable permit triggers and required authorizations.

It is the responsibility of the District Maintenance Engineer and the District Environmental Engineer/Environmental Section to be familiar with the "MassHighway Storm Water Handbook". All designated district personnel are required to attend training related to the "MassHighway Storm Water Handbook". For actions undertaken at MassDOT Maintenance Facilities, also refer to the Facility Environmental Handbook. This

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handbook should be used as a reference guide regarding additional SOPs, procedures and policies.

POLICY

MassDOT has developed a National Pollutant Discharge Elimination System (NPDES) Storm Water Management Plan that includes provisions for the maintenance and inspection of the storm water system. Storm water discharges from MassDOT roadways are authorized under NPDES Phase II Permit (**MS4**) (permit number MAR043025). The permit is implemented by the MassDOT Highway Division Environmental Services Section. Review MassDOT's Storm Water Management Plan and the NPDES Phase II Permit to determine how planned drainage system maintenance work can best comply with MassDOT's Storm Water Management Plan.

Prior to initiating any drainage structure/system work conducted by District personnel or work under a drainage maintenance contract, the District Maintenance/Operations Engineer or their designee shall review this SOP and in consultation with the District Environmental Engineer or District designee to determine whether the proposed maintenance activities require authorization from the applicable regulatory authority. If the DEE or District designee has determined that the work is non-jurisdictional, then documentation of that determination must be maintained on file and also returned back to originating source.

Routine highway maintenance activities that involve work within Waters of the U.S. subject to jurisdiction of the U.S. Army Corps of Engineers (USACOE) will require notification and authorization to the USACOE or to the United States Coast Guard. Such activities may also require authorizations from the local Conservation Commission and/or Massachusetts Department of Environmental Protection (DEP).

Routine maintenance activities (e.g. drainage structure/system cleaning repair or replacement) that involve work within jurisdictional areas of the Massachusetts Wetlands Protection Act may require authorization from local Conservation Commissions and/or the DEP.

All permits must be reviewed and understood by applicable District and MassDOT Contractor personnel. MassDOT personnel are not to take any actions which will or possibly will violate permit conditions.

Only written documentation/correspondence from from jurisdictional Federal, State or Local authorities is acceptable for conducting routine drainage structure maintenance.

Any changes in permit conditions (including verbal authorizations) approved by local authorities must be documented (phone log, email, hard copies) by all parties.

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MassDOT field personnel are not to take unilateral measures without consultation with their immediate supervisors **and** the applicable Federal, State and or local authorities (local authorities include, but are not limited to, Conservation Commissions, Boards of Health, or other public safety officials).

MassDOT field and Contractor personnel must abide by any and all permit conditions. Any permit condition(s) that, in MassDOT's opinion, will be detrimental to roadway operations or have a presumed impact on abutters must be reviewed by all parties and mutually agreed upon before MassDOT personnel take any action.

MassDOT and Contractor personnel are not to take any action on an abutter's property without prior written authorization by the property owner **and** applicable Federal, State or local authorities unless a **distinct and immediate threat** to roadway operations, public health, safety, welfare, or the environment exists. Refer to SOP 36 for Emergency Response to Roadway Flooding.

The District shall not, under any circumstance(s), request emergency permit waivers from any applicable Federal, State, or Local authorities in order to conduct routine maintenance of drainage structures.

District personnel and Maintenance Contractors shall perform maintenance activities for the specific drainage structures in accordance with the applicable contract requirements and design specifications, MassDOT's Storm Water Management Plan and Storm Water Handbook and any Best Management Practices.

District personnel and Maintenance Contractors shall perform maintenance of drainage structures so as to minimize any impact to receiving wetland and water resources. This may require at a minimum the installation of erosion control structures and may require permit approvals from the Conservation Commission, DEP and/or USACOE.

District personnel and Maintenance Contractors must notify the appropriate MassDOT personnel of any problems identified during inspections and repair/replacement of drainage structures.

District personnel and Contractors must maintain a record that documents drainage structure inspection and cleaning activities.

District Maintenance Contractors shall properly manage waste materials removed from drainage ways, catchbasins and other drainage structures during maintenance operations. Waste materials removed for off-site disposal must be managed according to all applicable regulations.

District Maintenance Contractors, as necessary, shall perform all requisite waste characterization sampling, analysis and profiling for materials requiring disposal.

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District Maintenance Contractors shall arrange for the loading and transport of all waste materials to an appropriately licensed and permitted receiving facility. The waste material shall be transported via licensed and permitted vehicles.

District Maintenance Contractor shall provide MassDOT with documentation that any waste material was properly transported and received by the authorized facility including but not limited to: completed bills of lading, material shipping records, facility weight slips.

MassDOT personnel must manage waste materials removed from drainage ways, catchbasins, and other drainage structures according to applicable regulations and existing MassDOT SOPs.

The District should consult Environmental Services for further guidance in the implementation of this SOP and compliance with applicable regulations.