Facility Drainage

This Standard Operating Procedure contains guidelines for draining water from diked areas or sumps into a storm drain or into the environment. Secondary containment structures, sumps, discharge wells and oil-water separators require periodic inspections, cleaning and draining to prevent accidental oil or fuel discharges. Sumps equipped with automatic pumps are especially vulnerable to oil discharges.

Campus facilities with oil tank and oil-filled equipment areas draining to secondary containment, berms, sumps, oil-water separators and sewers must take the following precautions against oil discharges. These inspections and operations must be conducted by trained personnel authorized to do so by the Unit Coordinator.

Hydraulic Equipment Pits/Sumps

- Regularly inspect sump water for oil sheen or contamination
- Use oil-absorbent materials to remove floating oil and sheen
- Regularly remove sludge accumulations
- Keep equipment, tank, and floor surfaces clean
- If fuel or oil is discharged, notify the appropriate personnel in accordance with SOP-1 Spill Reporting Procedures for University Personnel and Students.

Secondary Containment Structures – Berms, Dikes, Pallets, Outer Tank Shell

- Keep drain valves sealed and locked closed
- Inspect accumulated runoff water for oil product and sheen
- Use absorbent materials to remove oil product and sheen
- Manually operate drain valves and sump pumps to discharge clean runoff
- Reseal and lock drain valves after drainage
- Keep all containment area surfaces clean
- If fuel or oil is discharged, notify the appropriate personnel in accordance with SOP-1 Spill Reporting Procedures for University Personnel and Students.
- Keep a record or log of inspections and discharges on file for 3 years
  – See form on next page for content requirements: Record of Drainage

Transformer Substations – Containment / Discharge Wells

- Same procedure as secondary containment structures above

Oil-Water Separators

- Pump out accumulated oil / sludge on a regular schedule – keep records on file for at least 3 years
- Regularly inspect manhole for oil sheen or contamination
- Use oil-absorbent pads to remove/reduce floating oil
- Minimize the amounts of solids, oils and washwater that enter the oil-water separator
- Do not use oil-emulsifying solutions (detergents) – use dry clean-up techniques in shop
- If fuel or oil is discharged, notify the appropriate personnel in accordance with SOP-1 Spill Reporting Procedures for University Personnel and Students.

Record of Drainage

Instructions: The information required by this form should be recorded when water from diked areas or sumps is manually drained or pumped into a storm drain or into the environment. These inspections and operations **must only be conducted by trained and authorized personnel**.

Keep all Records of Drainage on file for at least 3 years.

Facility Location: _____

Drainage Log						
Date	Bypass valve sealed closed	Rainwater inspected to be sure no oil (or sheen) is visible	Open bypass valve and reseal it following drainage	Drainage activity supervised	Observations	Signature of Inspector
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