Standard Operating Procedure: Vehicle Maintenance

I. Introduction and Purpose
This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations at Ramapo College. The purpose of this SOP is to provide a set of guidelines to the Ramapo College vehicle maintenance yards including maintenance activities at ancillary operations.

II. Scope
This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Ramapo College.

III. Standards and Specifications
- Conduct vehicle maintenance operation only in designated areas.
- Whenever possible, perform all vehicle and equipment maintenance activities at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet from downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

IV. Waste Management - Spill Prevention, Containment and Countermeasures - Pollution Control
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

V. Spill Response and Reporting
- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact Security at x6666.

VI. Maintenance and Inspection
- Periodically check for leaks and damaged equipment and make repairs as necessary.

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