

Basic BMPs for Employees

Best Management Practices Fact Sheet

Goal/Purpose: To promote employee awareness in preventing storm water pollution at work and at home.

When you see a storm water pollution issue, call the Community Information Line at (XXX) XX-XXXX to minimize any polluted storm water runoff to the Red River.

Selection of Best Management Practice Activities

To comply with the city's Storm Water Pollution Prevention Program (SWPPP), specific best management practices (BMPs) must be implemented at municipal facilities and should be selected or developed on a case-by-case basis as required.

This Basic BMPs for Employees Fact Sheet will provide employees with general information on the city's storm water program and how they may participate at work and at home.

Activity

1. Never dispose of wash water to storm drain or pavement; it must be disposed of in the sanitary sewer. Wash water can be defined as any liquid with cleaner and residual dirt and grime. Examples include mop water, window-cleaning water, and rinse water (rinsing after a cleaner was used). Plain (no residual cleaner) rinse water may be used for irrigating plants. Always check with the sanitary district prior to putting an unconventional waste into the sanitary sewer.
2. Promptly clean up any spill of liquid or solid wastes. Do not hose down an area to clean or handle a spill unless the liquid will be completely contained, cleaned up and disposed of in sanitary sewer or off-site as appropriate for the waste type. Do not discharge to storm drains, landscape, or off-site.
3. Schedule regular cleaning of areas that collect debris to eliminate particulate and residue buildup. This applies to both exterior and interior areas. Keeping interior areas clean prevents the tracking of contaminants outdoors. Add trash containers, when appropriate, to minimize littering.
4. Evaluate safer alternative products for any job that usually uses toxic or hazardous products. For instance, investigate alternative floor and window cleaners (specialized cleaners), general cleaners, adhesives, paints, and lubricants. When available and cost effective, these products should be used.
5. Do not use drains without knowing whether they flow to the sanitary sewer, storm system, or self-contained internal sump. Confirm before using drains to ensure proper disposal.

6. Store equipment and supplies under cover whenever possible. Minimizing contact with storm water reduces the likelihood of contaminants getting into storm water runoff. Use exterior-grade cabinets or containers when exposed to the weather; interior-grade cabinets and containers will rust or deteriorate, contributing contaminants to storm water runoff.

7. Do not have private vehicles washed or cleaned on city property.

8. Litter can be a problem; throw all trash in disposal or recycling containers.

9. Report any inappropriate discharge to a storm water conveyance drain or ditch. Call the Community Information Line at (XXX) XX-XXXX or the city storm water representative at (XXX) XXX-XXXX to notify staff that will respond to the problem. Examples of problems to report: hazardous substance spill, sewage leak, petroleum spill, green waste dumping, or anything in a creek or storm drain that should not be there. In your report, note the exact location of the incident, the type of incident – either a spill or illicit dumping, the substance or substances involved, the time and date of your observation, and any information regarding the person(s) responsible for the incident.

10. Household activities can also contribute to storm water pollution. The following Web sites have information that will help you reduce polluted storm water discharge.

Web sites for household information:

www.Greengardener.org

www.Greendifference.org

www.communityenvironmentalcouncil.org

11. For further information about pollution prevention opportunities at work visit:

www.XXXX.XXXX

12. You can get more information about the city's storm water program at the following Web page:

www.XXXX.XXXX

Employee Training

Training should include a handout of this BMP to all city employees that provides information on methods for preventing discharge of pollutants into the storm conveyance system. Records of the training sessions should be kept for at least five years. These records should include who conducted the training, who attended, subjects discussed, and the date(s) of the training.

For additional information on this and other BMPs or the city's responsibilities under the National Pollutant Discharge Elimination System (NPDES) Phase II federal regulations for storm water discharges, see <http://www.XXXX.XXXX> or contact the city storm water representative at (XXX) XXX-XXXX for assistance.