

Housekeeping

Best Management Practices Fact Sheet

Goal/Purpose: Reduce the discharge of dust, dirt, grease, grime, and floating trash into the storm water system from all city facilities.

Make sure that outdoor areas are regularly cleaned to prevent trash and other debris from polluting our rivers, streams, and lakes.

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.

Activity

1. Never dispose of wash water to storm drain, pavement or other storm water conveyances. Use the sanitary sewer to dispose of wash water. Wash water includes any liquid with cleaner or residual dirt and grime; examples include mop water, floor mat wash water, window-cleaning water, and all rinse water.
2. Clean floor mats, filters, and trash containers in a designated area with a connection to the sanitary sewer such as mop sink or floor drain.
3. Rinse patio furniture, picnic tables, and benches without using cleaning agents, so flows can drain to areas where the water can soak into the soil and leave little residue. Use a bucket and rag to clean tables with cleaners. Always use a rag to remove cleaners, do not hose down area. Avoid getting runoff into storm drains or waterways that lead to rivers, streams, and lakes.
4. Schedule regular cleaning to eliminate particulate and residue buildup in both interior and exterior areas that collect debris. Keeping interior areas clean prevents the tracking of contaminants outdoors. Provide trash containers, when appropriate, to minimize littering.
5. Keep brooms, dustpans, and trash cans readily accessible. For example, place cleaning equipment near delivery locations and trash bins.
6. Provide designated smoking areas with cigarette butt containers. Clean containers as needed to encourage their use.
7. 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 the sewer or off-site as appropriate for the waste type. There should be no discharge to storm drains, landscape, or pavement.
8. Store equipment and supplies under cover whenever possible.

9. Cabinets and containers exposed to the weather must be made for exterior use; interior-grade cabinets and containers will rust or deteriorate and contribute contaminants to storm water runoff when exposed to weather.

10. Schedule regular cleaning of outside storage areas and yards, preferably before the start of the rain season. At least once a year, review the stockpiled equipment and supplies (materials). Often there are unusable materials at the back of the storage area. Usable materials should be stored to indicate possible use and to minimize contact with storm water. Unused or unusable material should be removed as soon as possible. Develop a plan to regularly dispose of unneeded materials.

11. 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.

Contractor Requirements

1. Include specific contract language to inform contractors that they must comply with federal, state, and local storm water rules and regulations as required by the Clean Water Act. Amend existing contracts to include this language, if not already included.

2. Ensure that contractors provide the city with a copy of their storm water awareness training and procedures for protecting the storm water system. These procedures should cover activities from cleaning windows to painting an entire building.

Employee Training

Training may include regular tailgate sessions with staff responsible for maintaining or managing a facility. Tailgate sessions should provide information on the selected storm water BMPs and methods for preventing discharge of pollutants into the storm drain system. Encourage employees to suggest modifications for existing BMPs and to create new BMPs; their suggestions will likely reduce labor and increase storm water runoff protection. If the above-suggested BMPs require some modification to work for you or do not cover some aspect of your operations or facility, call the city storm water representative at (XXX) XXX-XXXX for assistance.

Storm water BMP training may be incorporated with other training sessions such as safety training. Records of the training sessions should be kept for at least three 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 call the city storm water representative at (XXX) XXX-XXXX for assistance.