



Office of  
Environmental Quality



Best Management Practices  
(BMP)

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## **GENERAL INFORMATION**

(1) Federal Storm Water regulations require the City to reduce the quantity of pollutants that enter our storm drains, rivers and washes from rainwater from other sources.

(2) Water from any source that contains contaminants is prohibited from entering the storm drain system, which includes streets, catch basins (street grates), ditches, washes and rivers.

(3) If a Storm Water Pollution Prevention Plan (SWPPP) or a Spill Prevention Control Countermeasure (SPCC) is required it must be developed, implemented and followed at all times.

## **TRAINING**

Personnel will be properly trained on chemical use, safety and proper disposal practices.

Employees will be educated on proper disposal and handling procedures.

Employees will be trained in waste control, disposal, spill prevention, and response techniques.

All products are to be sorted and properly labeled with Material Safety Data Sheets available in the work area.

All employees will be trained on the use of Material Safety Data Sheets.

## **POLICY**

It is the policy of the City to reduce pollution at its source, to follow environmentally friendly operating practices in work procedures in order to reduce risk to public health and the environment and continuing to enhance the quality of our environment. Management considers no phase of operation or administration as being of greater importance than pollution prevention and environmental compliance.

**REFERENCE: AD 3-73 ENVIRONMENTAL MANAGEMENT PROGRAM and AD 3-74 SPILL RESPONSE PROCEDURES**

## **BULK LIQUID STORAGE AND CONTAINMENT (STORAGE TANKS)**

Store permanent tanks in a paved area surrounded by a dike system, which provides sufficient containment for the larger of either 10 percent of the volume of all containers or 110 percent of the largest tank.

Maintain the integrity of all storage tanks.

Inspect storage tanks to detect potential leaks and perform preventive maintenance.

Inspect piping systems (pipes, pumps, flanges, couplings, hoses, and valves) for failures or leaks.

Train employees on proper filling and transfer procedures.

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## **DISMANTLING VEHICLES (SALVAGE)**

Drain all fluids from vehicles upon arrival at the site. Segregate the fluids and store for proper recycling or disposal.

Maintain an organized inventory of materials used in the maintenance shop.

Keep waste streams separate (e.g. waste oil and mineral spirits). Non-hazardous substances that are contaminated with hazardous substances are considered a hazardous substance.

Recycle anti-freeze, gasoline, used oil, mineral spirits and solvents.

Dispose of greasy rags, oil filters, air filters, batteries, spent coolant and degreasers properly.

Label and track the recycling of waste material (e.g. used oil, spent solvents, batteries).

Drain oil filters before disposal or recycling.

Store cracked batteries in a non-leaking secondary container.

Promptly transfer used fluids to the proper containers. Do not leave full drip pans or other open containers around the shop. Empty and clean drip pans and containers.

Do not pour liquid waste down floor drains, sinks or outdoor storm drain inlets.

Plug floor drains that are connected to the storm drain or sanitary sewer system. If necessary, install a sump that is pumped regularly.

Inspect the maintenance area regularly for proper implementation of control measures.

Filter storm water discharges with devices such as oil/water separators.

Train employees on proper waste control and disposal procedures.

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## **FUELING AREAS**

Inventory and use spill and overflow protection.

Minimize run-on of storm water into the fueling area by grading the area such that storm water only runs off.

Use proper petroleum spill control.

Cover fueling area to reduce storm water exposure.

Use dry clean-up methods to pick up fuel spills (See “Spills” on page 8).

Inspect the fueling area to detect problems before they occur.

Perform preventive maintenance on storage tanks to detect potential leaks before they occur.

Train employees in proper fueling and emergency procedures.

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### **HAZARDOUS WASTE STORAGE**

Store hazardous wastes in a bermed, covered, and secured area.

Cover the storage area with a roof or tarp.

Appropriately label all waste products/containers.

Inspect drums/containers for corrosion and leakage.

Be aware of time requirements for storing and collecting hazardous materials.

Follow all fire and state codes on hazardous waste regulations.

Train personnel on proper handling and disposal techniques for hazardous materials.

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### **HOUSEKEEPING PRACTICES**

Soapy water should be discharged to the sanitary sewer through a sink, toilet, clean-out or wash area drain.

Routinely sweep, shovel, and dispose of litter in the trash.

Use dry clean-up techniques for chemical or oil spills (e.g., scatter absorbent on the spill, let it completely absorb then sweep it all up and dispose of it in an approved storage bin).

Never pour or wash chemicals into the storm drain or street.

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### **LANDSCAPE (CHEMICAL APPLICATION AND WATERING)**

Apply chemicals to each plant individually, instead of full scale fertilizing or sweep spraying.

Surround landscape or each plant with its own berm or border to reduce water run-off where necessary.

Apply correct dosage of pesticide, herbicide and fertilizer.

Collect clippings and trimmings for compost or garbage disposal. (Remember to: bag and tie all garbage)

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### **MATERIAL BINS (CONSTRUCTION)**

Install berms or other BMP to prevent material from exiting bin and entering storm inlet.

Do not overfill material bins.

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### **MATERIAL HANDLING - CONTAINERIZED MATERIAL STORAGE**

Store containerized materials (fuel, paints, solvents, etc.) in a protected, secure location and away from drains.

Store reactive, ignitable or flammable liquids in compliance with the local fire code.

Identify potentially hazardous materials, their characteristics and use.

Control excessive purchasing, storage, and handling of potentially hazardous materials.

Keep records (manifests) to identify quantity, receipt date, service life, users and disposal routes.

Secure and carefully monitor hazardous materials to prevent theft, vandalism and misuse of materials.

Use temporary containment where required, such as portable drip pans.

Educate personnel on proper storage, use, cleanup, and disposal of materials.

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## **MATERIAL STORAGE AND HANDLING**

Install a permanent berm that will hold 10% of the total volume or 110% of the largest tank.

Confine stored chemicals, raw and waste materials, equipment and parts to designated areas.

Ensure that all stored containers are sealed (i.e. valves shut, lids sealed and caps secured)

Use spill containment (drip pans) when opening or closing drums or containers.

Place all hand-held oil and fuel containers on absorbent mats to prevent contamination of flooring or ground.

Perform leak detection and container integrity tests regularly.

Keep all material, chemicals, parts and equipment under a roof or tarp.

Keep up-to-date records on all supplies.

Wash and rinse containers indoors prior to outdoor storage.

Ensure all products are sorted, labeled and Material Safety Data Sheets are available in the work area.

Follow hazardous waste handling and disposal practices in accordance with Federal, State and local ordinances.

Train employees in waste control, disposal, spill and response techniques.

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## **OUTDOOR LOADING AND UNLOADING**

Confine loading and unloading to a designated area.

Perform all loading and unloading in a covered area or indoors if possible.

Close storm drains during loading and unloading.

Divert storm water around unloading/loading areas using berms, swales or dikes.

Use dry clean-up methods; don't wash spills to the storm drain.

Use drip pans under hose connections during loading and unloading of liquid chemicals.

Inspect all containers prior to loading or unloading to avoid unnecessary spills.

Inspect area prior to loading or unloading to eliminate problems.

Follow all loading and unloading procedures.

Clean up spills immediately.

Educate employees on proper handling and disposal of all materials and chemicals.

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### **PAINTING AND SANDING**

Keep paint and paint thinner away from traffic areas to avoid spills.

Spray paint in an Occupational Safety and Health Act (OSHA) approved hood.

Use effective spray equipment that delivers more paint to the target and less over-spray.

Avoid sanding in windy weather and collect and dispose of waste properly.

Recycle paint, paint thinner and solvents.

Inspect painting procedures to ensure that they are conducted properly.

Perform painting and sanding jobs inside in a well-ventilated area or spray booth if possible.

If painting or sanding outdoors, use a tarp for walls and ceiling.

Clean all equipment in a contained area and do not hose waste down the storm drain or street.

Keep all areas clean and free of spill hazards.

Educate employees on proper disposal and handling procedures.

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### **PARKING LOTS, DRIVE-WAYS, AND DRIVE-THRU AREAS (CLEANING)**

Wash water is not allowed in the storm drain or street.

Dry clean oil deposits with absorbent and dispose of the waste in an approved receptacle.

If using water for cleaning, seal storm drains with an impervious material before washing begins.

Wash water must be contained and directed to an approved disposal outlet such as a sand trap, or sanitary sewer.

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### **PARTS STORAGE**

Store batteries on impervious surfaces (curb, dike or berm this area). Confine storage of parts, equipment and vehicles to designated areas.

Cover all storage areas with a permanent cover (e.g. roofs) or temporary cover (e.g. canvas tarps)

Install curbing, berms or dikes around storage areas.

Use drip pans under all vehicles and equipment waiting for maintenance and during maintenance.

Maintain an organized inventory of materials used in the maintenance shop. Dispose of greasy rags, oil filters, batteries, spent coolant and degreasers properly.

Label and track the recycling of waste material (i.e. used oil, spent solvents, and batteries).

Keep waste streams separate (e.g. waste oil and mineral spirits). Non-hazardous substances that are contaminated with hazardous substances are considered a hazardous substance.

Drain oil filters before disposal or recycling.

Inspect the storage yard for filling drip pans and other problems regularly.

Promptly transfer used fluids to the proper container; do not leave full drip pans or other open containers around the shop. Empty and clean drip pans and containers.

Do not pour liquid waste down floor drains, sinks or outdoor storm drain inlets.

Plug floor drains that are connected to the storm drain or sanitary sewer. If necessary, install a sump that is pumped regularly.

Inspect the maintenance area regularly for proper implementation of control measures.

Train employees on proper waste control and disposal procedures.

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## **PARTS WASHING**

Use phosphate-free detergents in an approved washer.

Replace an organic solvent parts washer with a detergent based or water based system.

Wash all parts and equipment in designated areas only.

Inspect and clean sediment traps regularly.

Wash water is not allowed in the storm drain or street. All wash water must be discharged to the sanitary sewer or an appropriate landfill.

Do not use detergents or solvents while pressure washing parts or equipment

Keep drains and wash areas free of grease and oil build up.

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## **SPILLS**

Stop the source of the spill immediately.

Contain the liquid until cleanup is complete.

Deploy oil containment booms to prevent spill from reaching water.

Cover the spill with absorbent material.

Keep the area well ventilated.

Dispose of clean-up materials properly.

Ref. AD 3-74 SPILL RESPONSE PROCEDURES

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## **SURFACE CLEANING WITH SOAP**

Wash water is not allowed to enter the storm drain, street or any other area outside the property limits.

Wash water must be directed toward the sanitary sewer or collected and discharged to landfill.

Using untreated wash water for landscape irrigation is not allowed.

Seal storm drains with an impervious material before washing begins.

If wastewater is contained on-site, an authorized Waste Hauler must dispose of it.

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### **SURFACE CLEANING WITHOUT SOAP**

Before washing begins, sweep and properly dispose of all debris that may enter, or wash into storm drain.

Wash water must be contained and directed to an approved disposal outlet such as a sand trap, or sanitary sewer.

Seal all storm drains with a fabric filter to collect dirt and debris.

Clean all equipment in a contained area and do not hose waste down the storm drain or street.

Keep all areas clean and free of spill hazards.

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### **VEHICLE/EQUIPMENT MAINTENANCE AND REPAIRS**

Maintain an organized inventory of materials used in the maintenance shop.

Dispose of greasy rags, oil filters, air filters, batteries, spent coolant and degreasers properly.

Label and track the recycling or waste materials (e.g. used oil, spent solvents, and batteries).

Store cracked batteries in a non-leaking secondary container.

Promptly transfer used fluid to the proper container; do not leave full drip pans or other open containers around the shop. Empty and clean drip pans and containers.

Do not pour liquid wastes down floor drains, sinks, or outdoor storm drain inlets.

Plug floor drains that are connected to the storm drain or sanitary sewer system; if necessary, install a sump that is pumped regularly.

Inspect the maintenance area regularly for proper implementation of control measures. Drain and properly dispose of all fluid filled parts and containers.

Store leaking parts or equipment in secondary containment (e.g. drip pans, sealed concrete pads, etc.).

Clean up all areas on a daily basis.

Keep waste oils and fluids separate. Non hazardous wastes that are mixed with hazardous wastes are considered a hazardous waste.

Train employees on proper waste control and disposal procedures.

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### **VEHICLE OR EQUIPMENT WASHING**

Install a safeguard against vehicle wash waters entering the storm drain.

Avoid washing parts or equipment outside.

Contain steam cleaning wash waters or discharge under an applicable NPDES permit.

Use phosphate-free biodegradable detergents.

Designate an area for cleaning activities.

**Contain and recycle wash waters.**

**Ensure that wash waters drain well.**

**Inspect cleaning area regularly.**

**Train employees on proper washing procedures.**

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## **VENDORS**

**All vendors must also comply with all previously stated BMP's.**