



FACT SHEET

BEST MANAGEMENT PRACTICES



BMPs facilitate regulatory compliance; they go beyond meeting established minimum requirements. They are ways of carrying out your business activities that can significantly reduce the risk of pollution and may even save you money. They're good for the environment, your customers, and your business.

COMPLIANCE

State law mandates that local agencies set minimum standards to protect the sanitary sewer and storm drain systems. This Fact Sheet includes minimum standards for regulatory compliance set by CCCSD and by your city's Stormwater Ordinance. Failure to comply with these minimum standards can result in citations and possible fines.

KEEPING A CLEAN SHOP

A clean shop looks good to customers and employees, reduces the chance of accidents, and makes it easy to detect spills and other problems. But don't clean your shop at the expense of water quality.

MINIMUM STANDARDS

Protect floor drains from accidental discharges of restricted materials to the sanitary sewer. (See Good Storage Practices Fact Sheet.)

Keep your dumpster area clean. Keep liquids and hazardous waste out of the dumpster. Leave the lid closed to keep rain out and prevent leakage.

Ensure mobile washers you hire to clean outdoor surfaces collect the water and dispose of it properly. If they plan to dispose of it down the sanitary sewer, they must have a CCCSD discharge permit -- ask to see it.

Never wash spilled material down a storm drain or sanitary sewer drain.

Mop water discharged to a sanitary sewer drain must meet CCCSD discharge limits. If possible, use a sanitary sewer drain served by an oil/water separator.

Never dump mop water outdoors or down a storm drain.

If a cleaning product is needed, choose one that won't create a discharge problem. Do not use solvent-based or strongly corrosive cleaners that violate discharge limits.

Properly dispose of spent absorbents.

Shop rags and absorbents saturated with hazardous material must be handled as hazardous waste.

BMPs

Determine why past spills and leaks occurred and take steps to prevent them in the future.

Use the least toxic materials possible.

Consider an epoxy coating on the shop floor to keep spills from soaking in, make cleanup easier, and reduce potential long-term liability for cleaning a contaminated floor and underlying soil.

When cleaning floors:

- First use dry cleanup methods such as sweeping, vacuuming or using shop rags. Routinely sweep up litter.

- Use rags supplied by an industrial laundry for small drips and spills, but don't saturate them.

- For large spills, use a squeegee and dust pan to collect the spilled liquid and transfer it to the appropriate waste container, or use a mop head or absorbent pad designed to absorb the spilled material.

- Use a hydrophobic (oleophilic) mop or pad to clean oil spills. Wring out the mop into a dedicated container labeled "waste oil."

You can fit absorbent pads into a drip pan (or buy one made that way) so that liquids stay put if the pan is knocked.



Whether you buy a spill kit or assemble your own, make sure it has all you'll need and store it where it is easy to reach.



- Use a dedicated cotton mop to clean up antifreeze spills. Wring out the mop into a dedicated container labeled "waste antifreeze."
- Use a wet mop only when necessary, after using the floor cleaning methods described above.

Consider locking your dumpster to prevent illegal dumping.

Have a spill prevention and response plan and train your employees about it.

Buy or assemble a spill kit with cleanup, safety and containment equipment that is appropriate to the types of materials that could be spilled. Store your spill

kit in a safe, accessible place. Assign someone to replenish supplies as needed.

Consider hiring a CCCSD permitted mobile washer to clean outdoor surfaces.

Clean up spills immediately. Never walk away from even the smallest spills. Workers can slip; spilled material can be tracked around your shop.

Contain spills to the smallest area possible with dikes or booms. Cover nearby drains with mats or plugs.

Send soiled shop rags to an industrial laundry service.

If you used absorbent pads, mops or booms, wring out the absorbed fluid into the proper container for recycling or disposal and reuse the absorbent. Store granular absorbent in a separate container for reuse until it won't absorb any more. Ask your vendor about recycling opportunities for spent floor sweep.

ABOUT THIS FACT SHEET

This fact sheet is one of a series created by CCCSD to help businesses understand why and how to prevent water pollution. The contents are informational and summary in nature and do not constitute legal advice.

For more information, call CCCSD's Environmental Compliance Section at **(925) 229-7288**, or visit us at **www.centernalsan.org**

For more information on hazardous waste requirements, call the Contra Costa County Health Services - Hazardous Materials Programs at **(925) 655-3200**.

For information on how to prevent storm drain pollution, please visit the following web sites:

Contra Costa Clean Water Program: **www.cccleanwater.org**
Bay Area Stormwater Management Agencies: **www.basmaa.org**

For information on Environmental Health requirements, call the Contra Costa County Environmental Health Department at **(925) 692-2500**.

Other regulatory agencies you may wish to contact include:
Contra Costa County Fire Protection District
San Ramon Valley Fire Protection District
Bay Area Air Quality Management District