

Housekeeping Practices SC-13

Description

Promote efficient and safe housekeeping practices (storage, use, and cleanup) when handling potentially harmful materials such as fertilizers, pesticides, cleaning solutions, paint products, automotive products, and swimming pool chemicals. Related information is provided in BMP fact sheets SC-2 Spill Prevention, Control & Cleanup and SC-21 Waste Handling & Disposal.

Approach

Pollution Prevention

- Purchase only the amount of material that will be needed for foreseeable use. In most cases this will result in cost savings in both purchasing and disposal. See SC-14 Safer Alternative Products for additional information.
- Be aware of new products that may do the same job with less environmental risk and for less or the equivalent cost. Total cost must be used here; this includes purchase price, transportation costs, storage costs, use related costs, clean up costs and disposal costs.

Suggested Protocols

General

- Keep work sites clean and orderly. Remove debris in a timely fashion. Sweep the area.
- Dispose of wash water, sweepings, and sediments, properly.
- Recycle or dispose of fluids properly.
- Establish a daily checklist of office, yard and plant areas to confirm cleanliness and adherence to proper storage and security. Specific employees should be assigned specific inspection responsibilities and given the authority to remedy problems found.
- Post waste disposal charts in appropriate locations detailing for each waste its hazardous nature (poison, corrosive, flammable), prohibitions on its disposal (dumpster, drain, sewer) and the recommended disposal method (recycle, sewer, burn, storage, landfill).

Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Targeted Constituents

- Sediment ✓
- Nutrients ✓
- Trash ✓
- Metals ✓
- Bacteria ✓
- Oil and Grease ✓
- Organics ✓
- Oxygen Demanding ✓

- Summarize the chosen BMPs applicable to your operation and post them in appropriate conspicuous places.

Objectives

- Require a signed checklist from every user of any hazardous material detailing amount taken, amount used, amount returned and disposal of spent material.
- Do a before audit of your site to establish baseline conditions and regular subsequent audits to note any changes and whether conditions are improving or deteriorating.
- Keep records of water, air and solid waste quantities and quality tests and their disposition.
- Maintain a mass balance of incoming, outgoing and on hand materials so you know when there are unknown losses that need to be tracked down and accounted for.
- Use and reward employee suggestions related to BMPs, hazards, pollution reduction, work place safety, cost reduction, alternative materials and procedures, recycling and disposal.
- Have, and review regularly, a Pollution Incident Prevention Plan (PIPP) for spills, leaks, weather extremes etc. Make sure all employees know about it and what their role is so that it comes into force automatically.

Training

- Train all employees, management, office, yard, manufacturing, field and clerical in BMPs and pollution prevention and make them accountable.
- Train municipal employees who handle potentially harmful materials in good housekeeping practices.
- Train personnel who use pesticides in the proper use of the pesticides.
- Train employees and contractors in proper techniques for spill containment and cleanup. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.

Spill Response and Prevention

- Refer to SC-2, Spill Prevention, Control & Cleanup.
- Keep your PIPP up to date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.

- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- There are no major limitations to this best management practice.
- There are no regulatory requirements to this BMP. Existing regulations already require municipalities to properly store, use, and dispose of hazardous materials

Requirements

Costs

- Minimal cost associated with this BMP. Implementation of good housekeeping practices may result in cost savings as these procedures may reduce the need for more costly BMPs.

Maintenance

- Ongoing maintenance required to keep a clean site. Level of effort is a function of site size and type of activities.

Supplemental Information

Further Detail of the BMP

- Ingham County residents who need to dispose of common household hazardous items, such as oil based paints and solvents can take these items to the County's Household Hazardous Waste and Clean Sweep site. The site is located at the Ingham County Human Services Building, 5303 South Cedar Street in Lansing. For schedule and more information please go to <http://www.ingham.org/hd/healthdept.htm>.

Examples

There are a number of communities with effective programs. The most pro-active include Santa Clara County and the City of Palo Alto, the City and County of San Francisco, and the Municipality of Metropolitan Seattle (Metro).

References and Resources

British Columbia Lake Stewardship Society. Best Management Practices to Protect Water

Quality from Non-Point Source Pollution. March 2000.

<http://www.nalms.org/bclss/bmphome.html#bmp>

King County Stormwater Pollution Control Manual -

<http://dnr.metrokc.gov/wlr/dss/spcm.htm>

Model Urban Runoff Program: A How-To Guide for Developing Urban Runoff Programs for Small Municipalities, Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July, 1998, Revised by California Coastal Commission, February 2002.

Orange County Stormwater Program

http://www.ocwatersheds.com/stormwater/swp_introduction.asp

San Mateo STOPPP - (<http://stoppp.tripod.com/bmp.html>)

12/18/07