

INDUSTRIAL FACILITIES

Best Management Practices

Best Management Practices Manual for the
City's Storm Water Management Program



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July 2013

Municipal Code Chapter 13.16

In the City of Capitola, water in streets, gutters, and storm drains flows directly to local creeks and Monterey Bay without any treatment. When pollutants get spilled, leaked or washed into the street or storm drain they can damage sensitive creek habitats and end up polluting our bay and ocean. **In fact, discharging any kind of pollution substance into a storm drain or any place where it will run off into a storm drain is against the law.** Potential sources of pollutants from industries include accidental spills, improperly stored materials, improper waste disposal, outdoor equipment and vehicle maintenance and parking lots.

In order to reduce the amount of pollutants reaching local storm drains and waterways the City developed "Best Management Practices" (BMPs) for various types of businesses. All industrial facilities are required to abide by the following mandatory BMPs. In addition, the State Water Resources Control Board (SWRCB) regulates industrial activities that have the potential to discharge pollutants to the storm drain system. The regulations require specific types of industries, based on the Standard Industrial Classifications (SIC) code, to file a Notice of Intent (NOI) under the state's General Industrial Activities Storm Water Permit (General Industrial Permit). These industries are also required to prepare and implement a storm water pollution prevention plan (SWPPP) and a storm water monitoring program. Information about the General Industrial Permit may be found on the SWRCB website at: <http://www.swrcb.ca.gov/stormwtr/industrial.html>

1. Employee Training & Hired Contractors:

- a. All employees must be trained on the mandatory Best Management Practices for Industrial Facilities prior to engaging in any related activities.
- b. Ensure that all employees abide by these BMPs, and any other applicable storm water and wastewater discharge requirements.
- c. Ensure that hired contractors are knowledgeable of and abide by these BMPs, and storm water and wastewater discharge requirements. Consider incorporating applicable BMPs into your contracts with contractors to ensure that they abide by them while working at your site.

2. Outside Paved Areas Cleaning:

- a. Driveways, parking lots, sidewalks, gutters, alleyways, steps, and other outside areas should be cleaned by sweeping. If water is used to clean or rinse, all the wastewater must be collected and disposed of in the sanitary sewer. The wastewater may not runoff into the street or be discharged into the storm drain system. If any cleaning chemicals will be used, contact Santa Cruz County Sanitation at 831.477.3907 in advance of the cleaning event for discharge approval.
- b. Loading dock and delivery areas must be kept clean and free of debris at all times. When cleaning loading docks and delivery area, the wash water from these areas must be discharged to the sanitary sewer.

3. Windows, Walls & Building Cleaning:

- a. The wastewater from cleaning windows, walls, and building exteriors may not be discharged to a street or the storm drain system. Be sure that employees or hired cleaning services take measures to prevent the discharge of these wastes to the storm drain.
- b. If cleaning building exteriors or surfaces painted with lead-based or mercury-additive paint, contact Environmental Health Services at 831.454.2022, regarding the proper disposal method in advance of the cleaning event.

4. Refuse & Recycling Containers & Trash Enclosures:

- a. Leaking containers or garbage bags may not be placed into a dumpster.

b. Dumpster and garbage container lids must be kept on securely. Do not allow trash to spill out or overflow the dumpster or garbage container.

c. When cleaning trash enclosures, individual cans, containers, and dumpsters, the wastewater must be collected and discharged to the sanitary sewer. This applies to all types of cleaning methods using water or fluids including: pressure washing, steam cleaning, rinsing with water, mopping, scrubbing, etc. If cleaning chemicals are used, then wastewater shall be disposed of as contaminated or hazardous waste.

d. Leakage from dumpsters or refuse and recycling containers may not be discharged to or allowed to reach the storm drain system. Clean up all such leaks as soon as possible with absorbents, wet vacuum or mopping. If you have a leaking dumpster or refuse/recycling container, please contact Green Waste Customer Service Division at 1.800.665.2209 to get it repaired or replaced.

5. Leaves, Landscaping & Storm Drain Inlets:

a. Leaves and vegetation clippings, moving, and pruning waste should not be directed or placed, dumped, raked, hosed, power washed or blown into the street or storm drain system.

b. Pesticides and herbicides may not be dumped into the street or storm drain system, or poured down an indoor drain. Unwanted pesticides and herbicides must be disposed of as hazardous waste.

c. Storm drains at your site must be kept free of leaves, dirt, and debris. Outdoor sumps and catch basins must be cleaned between September 1st and October 15th each year. During the raining season, perform a "before the storm" inspection of the storm drain inlets and gutters on your site to prevent debris from entering the storm drain system when it rains.

6. Roof Maintenance & Cooling Systems, Air Conditioning/HVAC Systems & Fire Sprinkler Systems:

a. Exterior vehicle washing using detergents or cleansers must be conducted in a wash pad area. The wash pad area must be sloped and bermed to prevent discharge to the storm drain and to prevent excess storm water from running to the pad area drain. The City may require that the wash pad area be covered. Contact Santa Cruz County Sanitation at 831.477.3907 regarding proper discharge to the sanitary sewer system.

b. If you use acid-based wheel cleaners, be sure that the rinse water does not runoff to the storm drain. If the rinse water is discharged to the sanitary sewer, it may need to be treated (to comply with pH and other limits) prior to discharge.

c. If you remove the protective coating (i.e. cosmolene) from a new car, do not discharge any materials to the storm drain. If a solvent is used, the waste fluids may not be discharged to the sanitary sewer.

7. Cleaning Floors, Mats, Carpets, and Equipment:

a. Floor cleaning wastewater, including mop water, may not be discharged to a street or the storm drain system. Be sure that employees or hired janitorial services dispose of the wastewater into the sanitary sewer.

b. Floor mats may not be cleaned in an outside area where wash water may flow to a street, gutter, catch basin, storm drain, or waterway. Floor mats may be washed outside only if ALL of the following conditions are met:

- ◇ The area has a drain pumped to the sanitary sewer;
- ◇ The area is enclosed, sloped or bermed to prevent discharge to the storm drain and to prevent excess storm water from running into the sanitary sewer drain;
- ◇ The area's sanitary sewer drain must have a grate or screen to retain particles larger than one half inch;
- ◇ There is no chance that the wash water will runoff into a parking lot, alley, street, gutter, catch basin, storm drain, or creek;

c. Equipment cleaning or degreasing wastewater, cleansers, and solvents may never be discharged outside or to the storm drain system. Solvents may not be discharged to the sanitary sewer.

d. Carpet cleaning waste fluids may not be discharged to the street or storm drain system. Wastewater containing soap, but not solvents, may be discharged to the sanitary sewer.

8. Painting or Graffiti Removal:

a. Paintbrushes, paint spray guns, paint trays or containers, and paint cans may not be cleaned or rinsed into the street or storm drain system. If latex paint is used, paint brushes can be rinsed in a sink draining to the sanitary sewer.

b. If you are pressure washing to clean surfaces prior to painting, be sure that the wastewater is contained and disposed of in the sanitary sewer. The wastewater may not runoff into the street or be discharged into the storm drain system.

c. Paint over graffiti rather than sand blasting, high pressure washing, or washing with cleansers. If you use one of the latter methods to remove graffiti, then sand or paint particles and all wastewater must be collected and disposed of properly.

9. Company or Fleet Vehicles:

a. Exterior vehicle washing using detergents or cleansers must be conducted in a wash pad area. The wash pad area must be sloped and bermed to prevent discharge to the storm drain and to prevent excess storm water from running to the pad area drain. The City may require that the wash pad area be covered. Contact Santa Cruz County Sanitation at 831.477.3907 regarding proper discharge to the sanitary sewer system.

b. If you use acid-based wheel cleaners, be sure that the rinse water does not runoff to the storm drain. If the rinse water is discharged to the sanitary sewer, it may need to be treated (to comply with pH and other limits) prior to discharge.

c. If you remove the protective coating (i.e. cosmolene) from a new car, do not discharge any materials to the storm drain. If a solvent is used, the waste fluids may not be discharged to the sanitary sewer.

10. Leaks, Spill Prevention & Clean Up:

a. Clean up leaks and spills immediately. Be sure that the leak or spill has been stopped at its source. Never rinse or hose leaks or spills into a street, parking lot, or storm drain system.

b. If absorbent is used for leaks and spills, they are not considered "cleaned up" until the absorbent is also picked up and disposed of properly. Used absorbent can generally be disposed of in the garbage as long as hazardous materials have not been spilled.

11. Chemicals, Materials & Waste Storage:

- a. Keep chemicals, materials, and wastes stored indoors. If stored outside, keep within secondary containment and protected from rain and runoff. Keep container lids on securely. Avoid storing chemicals, material, and wastes near storm drains.
- b. Bulk chemicals, hazardous materials, and wastes, including oil and antifreeze, must be stored within secondary containment.
- c. Keep storage areas clean and dry. Inspect storage areas regularly for leaks and spills.
- d. Keep waste fluids separate unless otherwise advised by your waste hauler. Combining wastes generally reduces your ability to recycle and can greatly increase your disposal costs.
- e. Store batteries within secondary containment. Locate batteries either on the floor or on the lower levels of secured shelving for earthquake protection.
- f. All hazardous material and waste regulations, including labeling, storage, and waste disposal, must be complied with. For information, call the Environmental Health Services at 831.454.2022.

12. Wipes, Rags, Paper Towels & Plastic Gloves Disposal:

- a. Ensure that wipes, rags, paper towels and plastic gloves contaminated with hazardous material are disposed of as solid hazardous waste. These items may not be disposed of in the toilet, mop sink, or any other sanitary sewer drain because they can create a blockage in the sewer line that may result in a sewer overflow into the street, storm drain system, or environment.
- b. Ensure that all your employees and any hired janitorial service are aware of the information above.

Recognition Program for Local Businesses

Monterey Bay Area Green Business Program

Consider becoming a Certified Green Business. The Monterey Bay Area Green Business Program certifies businesses that are environmentally proactive and go above and beyond the regulatory requirements. Green Businesses implement practices to reduce pollution and conserve resources, such as water and energy. Certified businesses are listed on the program's website, receive free advertising in local media, and may use the Green Business logo in their own marketing. To find out more, please go the Monterey Bay Area Green Business Program website at www.montereygreenbusiness.org