

# **VEHICLE SERVICE FACILITIES**

## **Best Management Practices**

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



Public Works Department  
420 Capitola Avenue, Capitola, CA 95010  
831.475.7300

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*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 vehicle fluids get spilled, leaked or washed into the street, they can harm our aquatic environment. Wash water used in vehicle cleaning often carries dirt, soap and degreasers, which also 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.**

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 vehicle service facilities, including auto repair shops, gas stations, car and truck rental companies, auto body repair shops, car wash and detail businesses, and vehicle dealerships, are required to abide by the following mandatory BMPs.

**1. Employee Training & Hired Contractors:**

- a. All employees must be trained on the mandatory Best Management Practices for Vehicle Service 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. Floor Drains:**

- a. All indoor floor drains that are connected to the storm drain system must be permanently plugged.
- b. Floor drains in work areas are prohibited. The exception is if the work area is used exclusively for washing vehicle exteriors, then the floor drain may be connected to the sanitary sewer.

**4. Mop Water:**

- a. Preferably, sweep or vacuum shop floors instead of hosing or mopping with water. If you mop the shop floor, the mop water must be discharged to the sanitary sewer. If the mop water contains vehicle fluids or other hazardous materials, it must be shipped off-site properly as hazardous or contaminated waste and may not be disposed of in the sanitary sewer or storm drain system.
- b. The following procedure is mandatory for shops that mop their floors:
  - Clean up spills with rags or dry absorbent.
  - Sweep the floor.
  - Mop floor and discharge mop water to the sanitary sewer via a sink or toilet
  - Floor cleaning wastewater may not be discharged, directly or indirectly, to the storm drain system.

**5. Cleaning Engines, Parts & Flushing Radiators**

a. Wastewater from parts cleaning, engine cleaning, drive train and undercarriage cleaning, and radiator flushing must be contained and may not be discharged, directly or indirectly, into the storm drain or the sanitary sewer. These waste fluids must be manifested as 'recycled' or properly hauled as 'hazardous waste' or 'contaminated' waste. Vehicle fluids, chemicals, hazardous materials, and floor cleaning wastewater may not be discharged, directly or indirectly to the storm drain system.

b. Do not wash or rinse parts outdoors.

c. When cleaning parts over a solvent sink or tank, rinse and drain the parts so that the solvent will not drip onto the floor. Keep solvent sinks and tanks covered when not in use. Solvents and waste aqueous cleaners may not be discharged to the storm drain or sanitary sewer.

**6. Vehicle Cleaning & Washing:**

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. cosmoline) 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. Fuel Islands:**

Dry methods must be used to clean fueling islands and adjoining area. Dry methods include using rags, absorbents, sweeping, and vacuuming.

**8. Auto Body Repair & Painting:**

a. Conduct body repair, sanding, and painting work indoors.

b. When receiving damaged vehicles, inspect for leaks. Use drip pans if necessary.

c. Sweep shop floors instead of mopping. Clean up wet sanding drips with a rag, or let drips dry and then sweep or vacuum.

d. Do not use water to control over-spray or dust in the paint booth unless the water is collected and treated prior to discharge into the sanitary sewer. In addition, paint gun cleaning wastes may not be discharged to the sanitary sewer or storm drain.

e. Vehicle wash water from an auto body repair or painting shop may not be discharged or allowed to flow outside.

**9. Wrecked Vehicles:**

If your shop accepts wrecked vehicles:

- a. When a wrecked vehicle is delivered to your shop, place drip pans under the vehicle immediately to prevent fluids from leaking onto the ground.
- b. If wrecked vehicles are delivered to your shop when your business is closed (e.g. overnight), make arrangements with the towing companies you work with to ensure that they place drip pans under wrecked vehicles to prevent fluids from leaking onto the ground.
- c. Drain fluids from wrecked vehicles and any parts into appropriate containers as soon as possible.

**10. Leaks, Spill Prevention & Clean Up:**

- a. Use drip pans under leaking vehicles to capture fluids.
- b. Whenever possible, change vehicle fluids indoors. If changing, adding, or draining vehicle fluids outside, all work must be conducted within areas where spills will be contained and cleaned up immediately. Transfer drained fluids to a designated waste storage area.
- c. 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.
- d. 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. If possible, use oleophilic mops to clean up spilled oil so the oil can be recycled.
- e. Drip pans and open containers of vehicle fluids must be securely covered and stored in secondary containment.
- f. Drip pans and adequate spill prevention and clean-up materials must be kept on-site and easily available for use.
- g. A spill response plan must be maintained and kept current.

**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. If these are used in a break room, kitchen, office, or non-hazardous environment, then they can be disposed of in the garbage. 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.

**13. 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.

**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](http://www.montereygreenbusiness.org)