

FOOD SERVICE 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. Wash water used in outdoor cleaning often carries dirt, soap and degreasers, and other harmful pollutants that clog storm drains, 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 food service facilities, including restaurants, fast food establishments, cafes, grocery stores, and food preparation facilities, 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 Food 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. 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. Floors, Floor Mats, Kitchen Racks, Kitchen Utensils/Dishes & Kitchen Appliances:

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, kitchen racks, kitchen utensils/dishes, and kitchen appliances 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 and kitchen racks 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. The wastewater from cleaning greasy kitchen racks, utensils or appliances must be discharged to the sanitary sewer through a grease removal device. When cleaning kitchen pans, plates, and equipment, wipe off food particles and grease/oil into the garbage prior to washing or placing in a dishwasher.

6. Equipment Maintenance & Cleaning:

a. Equipment and stove/oven hood exhaust filters may not be cleaned in an outside area where wash water may flow to the street or storm drain system. The wastewater from hood steaming or cleaning exhaust filters must be discharged to the sanitary sewer through a grease removal device.

b. Refrigeration equipment discharges, including condensate and any chemical additives, must discharge to the sanitary sewer and not to the street or storm drain system. Be sure the maintenance person or a hired contractor is knowledgeable and skilled at minimizing corrosion with the correct chemical treatments.

7. Grease Removal Devices:

a. Grease removal devices (e.g., grease traps and grease interceptors) must be cleaned on the schedule set by Santa Cruz County Sanitation District. When cleaning a grease removal device, the entire content must be removed. All waste cleaned from grease traps must be hauled and disposed of by a licensed liquid waste hauler.

b. Never dispose of grease removal device waste into a storm drain or sanitary sewer. Save recyclable oil, grease, and meat fat in a tallow bin or other sealed container.

c. In the event that a grease removal device (GRD) requires replacement, consult the City of Capitola Building Department and the Santa Cruz County Sanitation District to ensure all requirements are met.

8. Tallow Bins & Grease Containers:

- a. Never pour oil, grease or other fatty liquid anywhere outside or into a sink, floor drain, or storm drain.
- b. Grease and tallow wastes must be stored and transferred in watertight and puncture resistant covered containers.
- c. Tallow bins should be stored in a covered area and away from storm drains.
- d. Spills or leaks from tallow bins or grease containers must be cleaned up immediately using the following procedure:
 - ◇ Use dry cleanup methods to absorb leaks and spills;
 - ◇ Sweep up litter and debris; and
 - ◇ If necessary, spot clean or mop with minimal amounts of water and dispose of the water to the sanitary sewer.

9. 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.

10. Leaks, Spill Prevention & Clean Up:

- a. Clean up leaks and spills immediately. Be sure the leak or spill has been stopped at its source.
- b. Never rinse or hose leaks or spills into the street, parking lot, or the storm drain system.
- c. 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 be disposed of in the garbage, with the exception of spilled hazardous waste.

11. Polystyrene "To-Go" Containers:

The use of polystyrene (or Styrofoam) disposable food service containers, including "to-go" containers, is prohibited per the City's Environmentally Acceptable Packaging Materials Ordinance 8.36.

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 to the Monterey Bay Area Green Business Program website at www.montereygreenbusiness.org