

RETAIL AND COMMERCIAL BUSINESSES

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, storm drains flow directly to local creeks and Monterey Bay without any treatment. Storm drains are separate from the sanitary sewer system, and wastewater from your sink, toilet, and other indoor drains is treated. When debris, wastewater, or chemicals get dumped, spilled, leaked or washed into streets, gutters or parking lots, they can flow or be carried by the next rain, to the creek, damaging 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 retail and commercial businesses are required to abide by the following mandatory BMPs. Restaurants, dry cleaners, auto service facilities and other service type businesses have additional requirements.

1. Employee Training & Hired Contractors:

- a. All employees must be trained on the mandatory Best Management Practices for Retail and Commercial Businesses 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. Sidewalks, gutters, plazas, alleyways, outdoor dining areas, 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. 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.

6. 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 pick up and disposed of properly. Used absorbent can be disposed of in the garbage, with the exception of spilled hazardous waste.

7. Single-Use Plastic & Paper Carryout Bag Reduction:

The use of single-use plastic carryout bags is prohibited per the City's Single-Use Plastic & Paper Carryout Bag Reduction Ordinance 8.07.

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