

GENERAL POLLUTION PREVENTION

1. Keep your business neat and clean – it saves time and money and prevents pollution.

- Routinely inspect and clean for proper functioning:
 - storm drain inlets (grates and sumps)
 - receiving areas
 - work areas
 - chemical storage areas
 - waste storage and recycling areas
 - grease removal devices



- Keep surfaces clean by sweeping, vacuuming or mopping – never wash down surfaces to gutter, storm drain inlet, street or waterway. For pressure washing of pavement or other surfaces, hire a cleaning contractor trained to use pollution prevention practices. (See Bay Area Stormwater Management Agencies Association's list of recognized surface cleaners at www.basmaa.org/SearchforCleaners.aspx). Ensure all washwater is collected for proper disposal.
- Sweep parking areas and gutters at least monthly and before it rains, and pick up litter and trash *daily*.

2. Protect your storm drain inlets from pollution of any kind.

- Label/stencil each storm drain inlet to remind workers and customers that no dumping is allowed.

3. Prevent spills and properly manage those that do happen.

- Be prepared! Keep spill cleanup materials easily accessible.
- Prevent spills when transferring liquids by using drip pans, secondary containment and absorbents.
- Clean up spills *immediately* with rags, absorbents or wet/dry vacuum. Do not allow fluids to accumulate or run across surfaces. Never wash spills down or allow spills to flow into a storm or sanitary sewer drain inlet. Clean up absorbents *immediately* following their use.

4. Train staff regularly on these practices.

Discuss good pollution control practices with every new employee and all employees at least quarterly. Inform every new employee about these best management practices and employees' responsibility for following them.