

BEST MANAGEMENT PRACTICES

BMP

1. Good Housekeeping

● **KEEP YOUR WORK AREA NEAT AND ORDERLY**



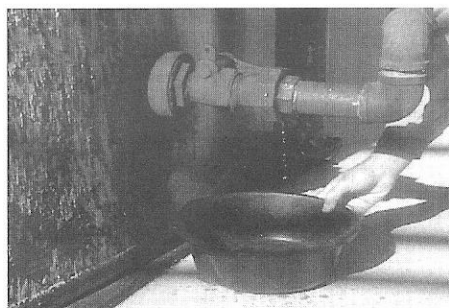
Neat orderly work places reduce the chance for storm water pollution. Do not let scrap or waste accumulate around your work area. Sweep up after each shift. Clean up drips and spills promptly.

● **KEEP UNUSED CONTAINERS CLOSED TIGHTLY**

Open containers are more easily spilled than closed ones. Keep lids and covers on all containers unless you are actively using them. Make sure all containers are correctly labeled.



● **USE A DRIP PAN TEMPORARILY**



If you spot a leak or drip, place a drip pan under it to catch those drips until the unit can be permanently repaired.

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2. Outdoor Materials Storage

● STORE MATERIALS OUT OF THE WEATHER



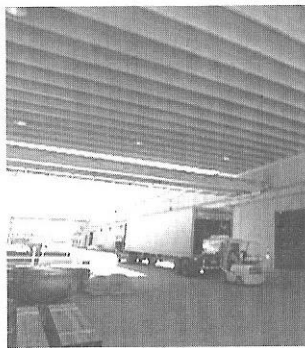
Do not let industrial materials remain exposed to storm water or snow melt. Move them indoors or under a shelter if possible. Or place them under a roof overhang. Do not store them near a downspout or storm drain.

● COVER THEM TEMPORARILY

If industrial materials must be stored in the open, place a tarp or other water-proof cover over them until they can be moved to a more suitable location. Check the tarp regularly for tears or loosening by the wind.



● LOAD/UNLOAD OUT OF THE WEATHER



Loading and unloading of supplies and materials is where many containers get dropped or broken. Load and unload vehicles under a roof. Use “skirts” on loading docks. If there is a storm drain nearby, make sure it is protected from spills. Place a mat over it or pigs around it while unloading any materials that might spill.

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3. Spill Response

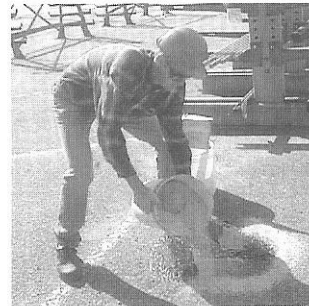
● **NEVER HOSE DOWN A SPILL**



Washing a spill into the street, ditch or storm drain is strictly prohibited by state and federal regulations.

● **PROMPT “DRY” CLEAN-UP OF SPILLS**

Clean up all spills, leaks and drips quickly before they can be washed away by storm water. Use “dry” clean-up methods like sweeping, squeegeeing or spreading absorbent. Clean it all up. Do not leave any residues that storm water runoff might wash away later.



● **PROTECT STORM DRAINS**



If a spill threatens to enter a storm drain or ditch, place adequate absorbent or pigs between the spill and the storm device.

● DISPOSE OF CLEAN-UP WASTES PROPERLY

Place all clean-up wastes in the appropriate container. If wastes can be re-used or recycled, do so. If the wastes are hazardous, make sure they go into the hazardous waste container.



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4. Vehicle & Equipment Fueling and Repair

● STAY WITH VEHICLES WHILE FUELING



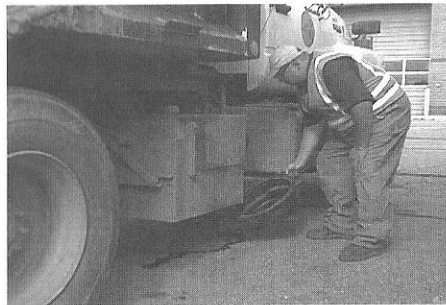
Stay with your vehicle while fueling to avoid overfilling or the hose falling out of the filler pipe.

● MOVE LEAKING EQUIPMENT INDOORS

Move leaking vehicles indoors as quickly as possible.



● USE DRIP PANS



Place a drip pan temporarily under any leaking vehicle or equipment that cannot be moved indoors immediately.

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5. Outdoor Manufacturing and Maintenance

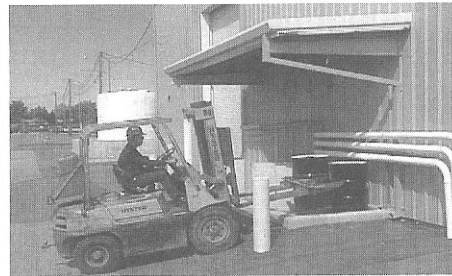
● USE A DROP CLOTH



Outdoor manufacturing involves numerous potential storm water pollutants. Place an impervious drop cloth or tarp underneath any work that might cause dust, scraps, shavings, or drips. Clean or replace the drop cloth regularly and dispose of the wastes properly.

● USE SECONDARY CONTAINMENT

A permanent or temporary containment device will collect wastes and avoid leaks or spills accidentally entering the storm sewer system.



● CLEAN-UP SCRAP, DRIPS AND RESIDUES



Sweep up, clean up and pick up after each shift. Do not let wastes or supplies remain outdoors where they might be exposed to storm water.

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6. Waste Management

● **NEVER USE STORM DRAINS OR DITCHES FOR WASTE DISPOSAL**



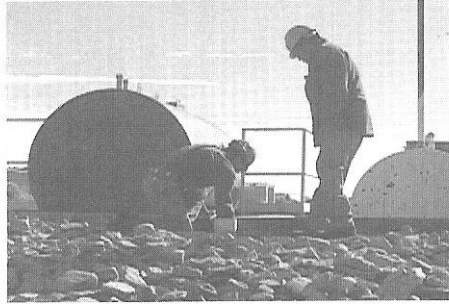
Disposal of wastes in storm drains or ditches is strictly prohibited by state and federal regulations.

● **CLOSE THE LID OR COVER WASTE CONTAINERS**

Storm water entering a dumpster or trash container will inevitably pick up contaminants and leak out. An open dumpster or trash can actually increase storm water runoff pollution. After placing wastes inside, make sure the lid or cover is securely in place.



● **DO NOT DRAIN SECONDARY CONTAINMENTS
WITHOUT APPROVAL**



S torm water captured in a secondary containment structure may be contaminated. Do not drain this water unless draining has been authorized by the responsible party.