



Your Actions Prevent Stormwater Pollution!

Standard Operating Procedures for Water Quality Protection

Good Housekeeping SOP

Why

Standard Operating Procedures (SOPs) have been prepared for all activities conducted as part of City Municipal Operations that have the potential to impact 'waters of the state. One of the primary goals of the SOPs is to **provide time-tested, generally accepted routine procedures that minimize the potential for release of pollutants from a site during the performance of activities.**

What

Good Housekeeping is an operational best management practice (BMP) developed to control pollutant discharges by promoting efficient and safe practices (storage, use, cleanup, and disposal) when handling materials potentially harmful to stormwater such as fertilizers, pesticides, herbicides, cleaning solutions, paint products, and automotive products. Good housekeeping is simply the practice of keeping **all materials, supplies and containers well organized; storing materials securely** when not in use; **cleaning up after work activities;** and **disposing of materials properly.** These procedures are simple steps that must be included in everyday work activities to protect stormwater from contact with pollutants, and are a joint responsibility of everyone in the work place.



Who

All City employee or City-contracted employees who work with any chemicals, cleaning solutions, paint products, automobile fluids, or any materials that could be spilled; or work with any equipment.

Where

All offices where materials stored could be spilled; all outdoor work areas where materials are stored or used; and all areas that store or use equipment that has the potential to spill or leak.

DO

- Keep all work areas neat and well organized.
- Sweep or pick up all trash and debris daily or as needed.
- Have spill cleanup materials available and ready to go.
- Clean up spills promptly, with DRY methods, if possible.
- Conduct daily inspections to ensure that equipment and materials are being handled, disposed and stored correctly.
- Recycle or dispose of all wastes properly and promptly.
- Keep equipment clean; do not allow a buildup of oil/grease.
- Monitor parked vehicles closely for leaks; use drip pan as needed.
- Keep unused containers closed with a tight fitting lid and label.

DO NOT

- DO NOT** let waste accumulate at or around the work place.
- DO NOT** transfer, pour or dispose of materials outdoors, near or in storm drains, or drainage ditches. Use signage to reinforce.
- DO NOT** wash down or hose down any outdoor Dumpster or storage areas except where the wash water will only enter the sanitary sewer drain as an approved discharge.
- DO NOT** handle containers alone if awkward or require over-exertion on your part. Get help and spread the weight load.
- DO NOT** repair equipment or vehicles outside; use a covered, designated area for such repairs.
- DO NOT** hose down work area (unless floor drain is connected to the sanitary sewer); use dry sweeping method if possible.
- DO NOT** place a waste in an area not designated for its hazardous nature or if that areas' disposal method is not a recommended one.