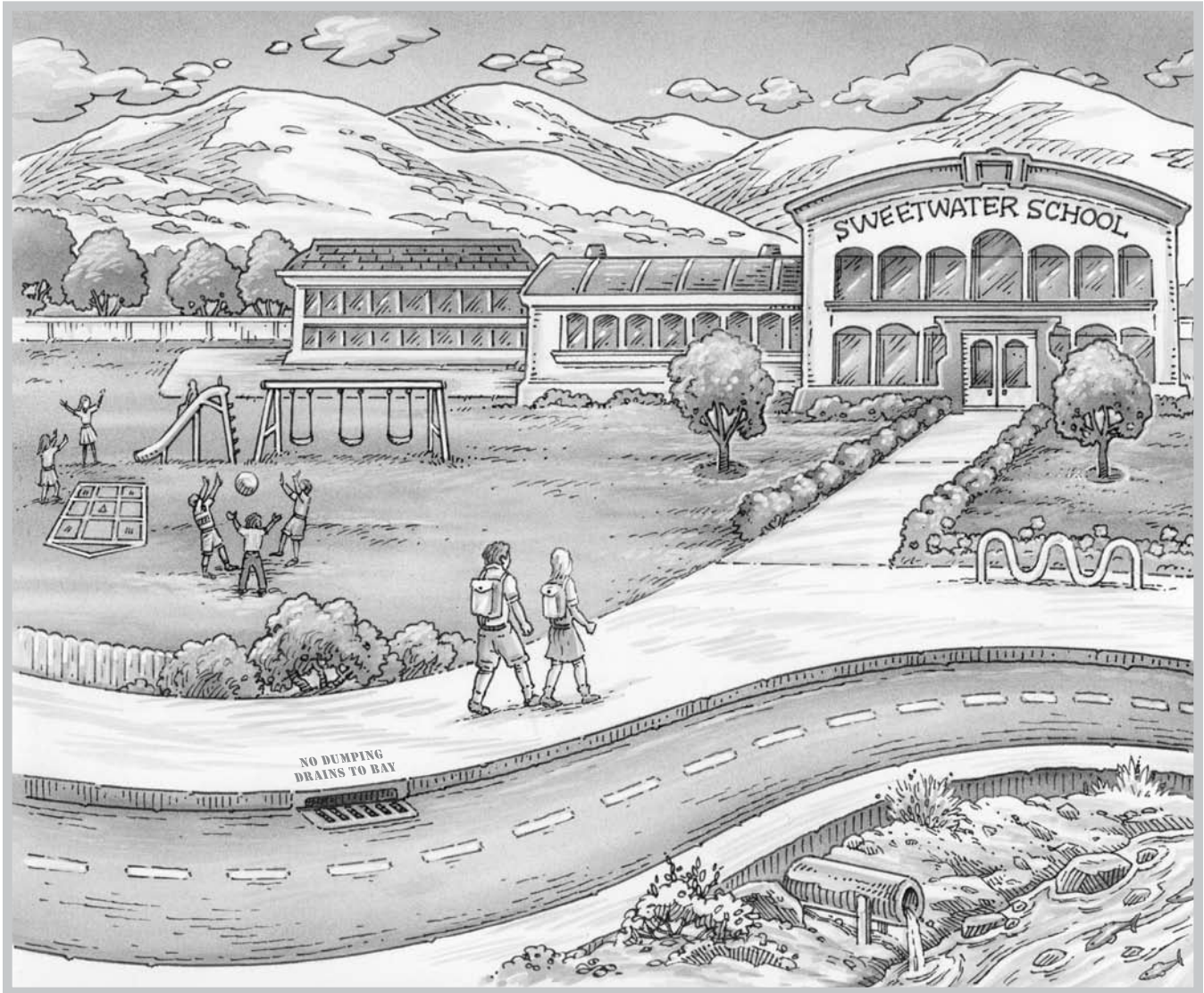


Tips for a Cleaner Bay

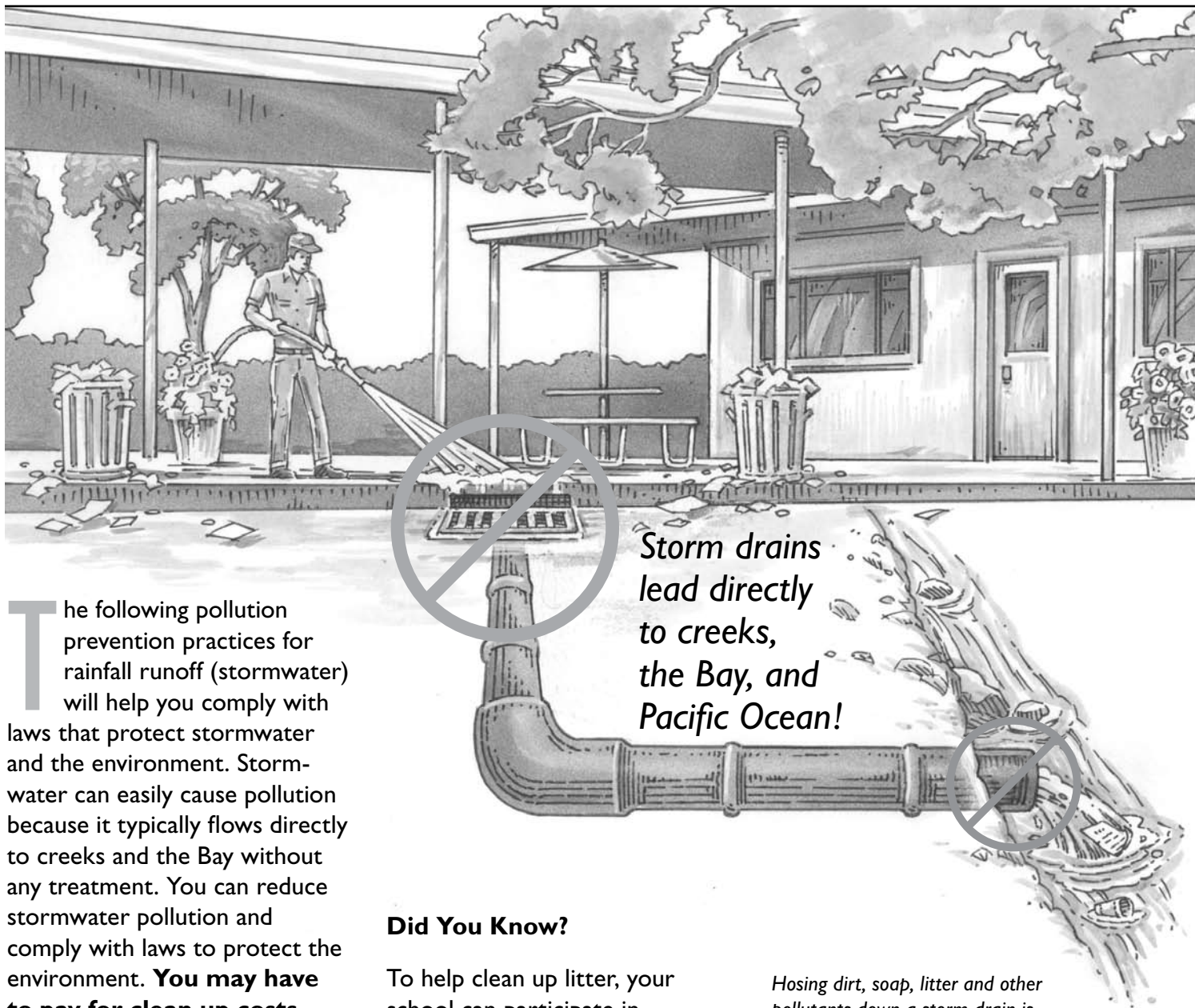
HOW YOUR SCHOOL CAN
PREVENT STORMWATER POLLUTION



These guidelines cover the following topics:

- General Stormwater Pollution Prevention Practices
- Equipment and Surface Washing • Floor and Carpet Cleaning
- Landscape Maintenance • Outdoor Storage
- Construction and Remodeling
- Additional Information and Local Agency Contacts

YOU CAN PREVENT WATER POLLUTION!



The following pollution prevention practices for rainfall runoff (stormwater) will help you comply with laws that protect stormwater and the environment. Stormwater can easily cause pollution because it typically flows directly to creeks and the Bay without any treatment. You can reduce stormwater pollution and comply with laws to protect the environment. **You may have to pay for clean up costs and fines, have permits revoked, or even go to jail if you allow stormwater pollution,** such as spilling chemicals and/or discharging other wastes and washwaters to streets, storm drains, creeks, and the Bay.

Did You Know?

To help clean up litter, your school can participate in Coastal Clean-Up Day the third Saturday in September and Earth Day on April 22 each year. Hold a school clean up to remove trash and litter from the entire school grounds including perimeter fencing where trash accumulates. Trash and litter are not only unsightly, creating an appearance of a poorly maintained school, but also harm the health of creeks and the Bay.

Hosing dirt, soap, litter and other pollutants down a storm drain is illegal. Unlike flows from building interior fixtures (sinks, toilets, etc.), which are treated at wastewater treatment plants, outdoor water use and rainfall runoff flow directly to creeks and the Bay typically without treatment of any kind.



Polluting stormwater is against the law!

GENERAL POLLUTION PREVENTION PRACTICES

These good housekeeping practices are required and critical to protecting our environment.

Five Important Things to Remember:

1. Keep your school neat and clean – it makes a good impression and prevents pollution.
2. Protect your storm drain inlets from pollution of any kind.
3. **Be prepared!** Keep spill cleanup materials easily accessible.
4. Use dry methods to clean up spills whenever possible. Never wash spills down the storm drain.
5. Train staff regularly on these practices.

- Identify high trash and litter areas and **pick up litter daily** from these areas.
- **Provide an adequate number of trash and recycling receptacles.** All outdoor receptacles should have lids that are **kept closed**.
- **Sweep paved areas weekly** and before it rains.
- **Routinely inspect and clean:**
 - ✓ Storm drain inlets (grates and sumps),
 - ✓ Material/waste storage and recycling areas
- **Label/stencil each storm drain inlet** to remind faculty and students that no dumping is allowed.
- **Keep outdoor surfaces clean** by sweeping, vacuuming or spot mopping with water. Ensure all mop water is discharged to building interior fixture (mop sink, toilet).
- **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.
- Make sure all mercury-containing products, including used **fluorescent** lamps, manometers, thermostats, switches, and batteries, are properly **disposed** as hazardous waste **or recycled**.
- **Discharge swimming pool and filter backwash water to the sanitary sewer.** Contact your local sanitary sewer treatment authority for approval (See back page). Dispose any solids resulting from backflushing filters to trash.



**Absorbent that was used on a small spill is being swept up for disposal. Used absorbents may be hazardous waste and must be properly disposed.*



EQUIPMENT AND SURFACE CLEANING

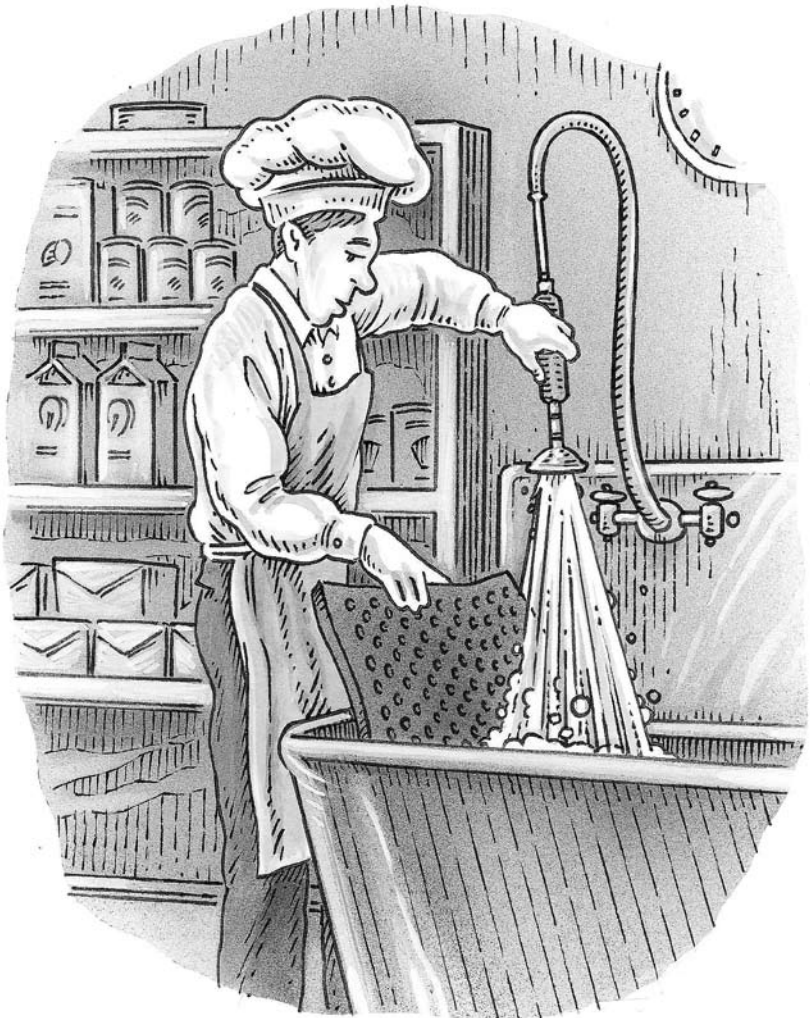
- **Wash equipment indoors**, at a utility sink or location where washwaters drain to the sanitary sewer. Contact your local sanitary sewer treatment authority for approval (See back page).
- Alternatively, **wash equipment/vehicles** on an adequately-sized, wash pad that is roofed, bermed, and connected to an oil and water separator and the sanitary sewer.
- Connection to the sanitary sewer also requires a plumbing permit from your local jurisdiction. Contact your City.
- All grease traps and interceptors (including oil and water separators) **shall be maintained and cleaned out** on a regular schedule and complete records kept. Collected wastes must be disposed using a licensed grease waste hauler.
- Mobile washing of some types of equipment, such as roof exhaust equipment or kitchen hoods, is acceptable if all washwater is contained, vacuumed up, and disposed to sanitary sewer through a grease interceptor.
- For sidewalks and plazas **sweep**, collect, and dispose of debris **prior to washing**.
- ✓ If soap is used, all washwaters must be collected and disposed to sanitary sewer.
- ✓ If soap is not used and

surface has no oil stains, washwater may be directed to landscaping, but never to gutter, street, storm drain, or creek.

- **Hire certified pressure washer.** Hire a surface cleaner certified by the Bay Area Stormwater Management Agencies Association (BASMAA) to pressure wash pavement or other surfaces or become certified yourself. For more information visit www.basmaa.org/recognition/.

Equipment Washing:

1. Direct all washwaters to the sanitary sewer.
2. Maintain any required treatment system.
3. Don't direct any wash or rinse water to gutter, street, storm drain, or creek.
4. Clean equipment or vehicles off site, such as at a car wash, if other options are unavailable.



Kitchen floor mat washing in a janitorial/mop sink.

FLOOR AND CARPET CLEANING

Floor Cleaning

- All floor cleaning wash water must be disposed to the **sanitary sewer**.
- Use dry cleaning methods, such as sweeping, scraping, and stain spot cleaning, to minimize general cleaning and conserve water.

Floor Waxing & Refinishing

- **Never discharge floor stripping or buffing residuals down the storm drain or to outdoor surfaces.**
- Floor waxes can contain high levels of zinc and may be illegal to discharge even to the sanitary sewer. If your facility is using **zinc containing wax**, collect and dispose of floor stripping and polishing residuals **as hazardous wastes**.
- Or **switch to non-zinc containing floor products**. Ask your floor products supplier about switching to save money on hazardous waste disposal.

Stripping non-zinc floor wax with floor machine.

Carpet Cleaning

- **Never discharge cleaning wastewater to storm drain or outdoor surface.**
- Verify that spent carpet cleaning fluids are emptied into a mop sink or an indoor sanitary sewer connection or hauled offsite for proper disposal. **If you use a contractor**, ask how they dispose of their washwater because **you are accountable for their actions**.



Use non-zinc floor finish and save money on hazardous waste disposal.



Cleaning up leaves for green waste recycling.

LANDSCAPING MAINTENANCE

- Follow Bay-Friendly Landscaping and Gardening Program practices. Visit www.stopwaste.org.
- Use less toxic alternatives to pesticides. For more information on integrated pest management, visit www.ourwaterourworld.org.
- **Do not overwater** – maintain sprinklers to avoid pavement watering or excess runoff.
- **Clean up fallen leaves** and remove prunings for composting or disposal with green wastes. Don't dispose in street, storm drain, or creek.

Landscape Maintenance:

1. Use least toxic pest control methods.
2. Minimize use of fertilizer.

OUTDOOR STORAGE

General Storage Areas

- In order to prevent contact with rainwater and runoff, create a contained and roofed area on site for storing materials, such as cement bags, paints, flammables, oils, fertilizers, and pesticides.
- All temporary soil or other stockpiles on site shall be securely covered with a tarp, plastic sheeting or similar material.

Waste Disposal and Recycling Storage Areas

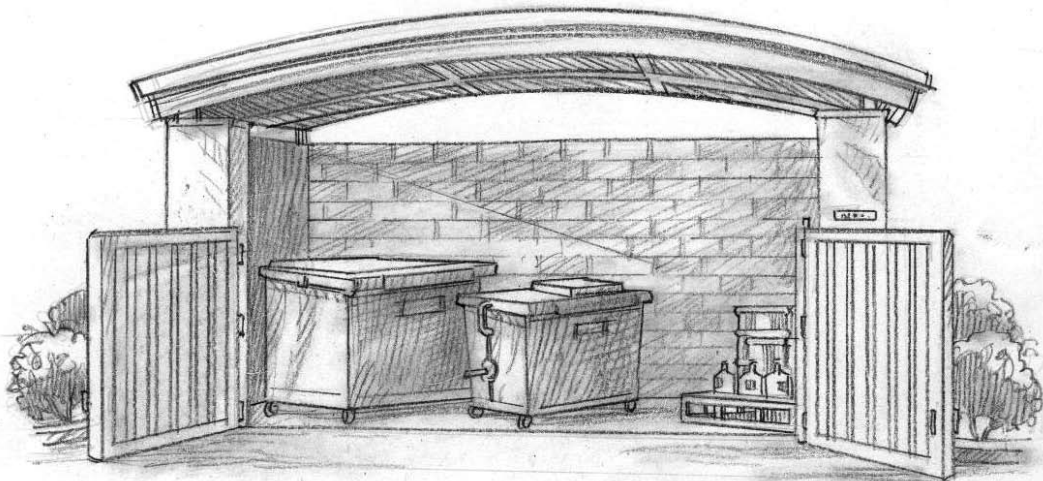
- **Inspect dumpsters, tallow bins, and waste recycling area daily.** Pick up dropped wastes and sweep area. Make sure dumpsters are not overfilled and dumpster and tallow bin lids are kept closed. Some dumpsters have plugs that need to be in place. Dumpsters and tallow bins without tight lids or that leak must be replaced or repaired. Contact your service provider.
- Prevent and **clean up any trash compactor** drippings. Also, prevent washwaters from the cleaning of waste containers or storage areas

from discharging to storm drains or outdoor paved surface. Direct any washwater to sanitary sewer with approval of your local sanitary sewer treatment authority (see back cover for contact information).

- Use separate, appropriate, clean, sealed, and secondarily **contained storage device** for recyclable fluids and hazardous wastes. Label containers as required by hazardous waste regulations.
- Use a **licensed company** to haul and recycle or dispose of wastes.

Waste Disposal and Recycling:

1. Don't dispose to storm drain. Recycle whenever possible.
2. Divide wastes by types and store separately in sealed containers.
3. Use a big enough dumpster so you can keep the lids closed.
4. Replace leaking dumpsters.



Dumpster, tallow bin, and materials for recycling stored on a paved surface, under a roof, protected from rainfall runoff.



Consult your local hazardous waste regulator about hazardous materials disposal and handling. See back page for contact information.



Drum storage container that prevents contact with rainfall and provides secondary containment of spills.

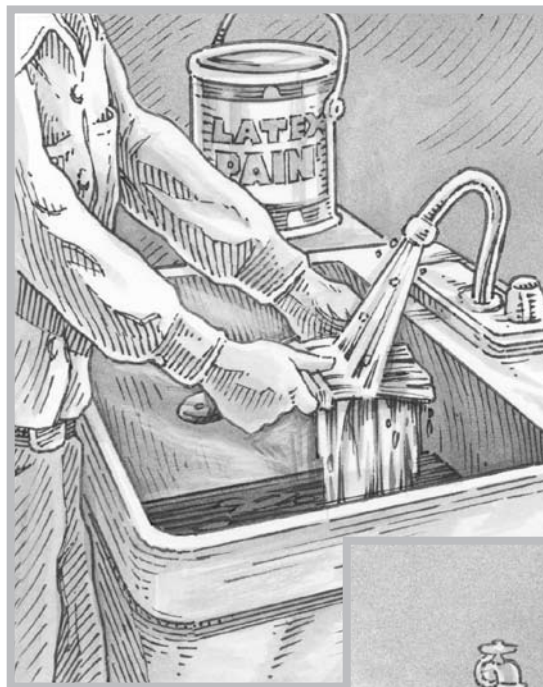
CONSTRUCTION AND REMODELING

- Protect all storm drain inlets using filter fabric cloth or other best management practices to prevent sediment, paint chips, and other construction material and wastes from entering storm drains.
- Clean up all construction, remodeling or repair debris daily and place in a dumpster or other container. Use tarps to collect fallen debris or splatters that could contribute to stormwater pollution. After any demolition or tear-down activity remove all debris to avoid contact with rainfall and runoff.
- Remove daily all dirt/mud, gravel, rubbish, refuse and green waste from pavement and the storm drain system adjoining any work area.
- Clean up spills as soon as possible, preferably using dry cleaning techniques (such as sweeping, absorbent socks, and wet/dry vac).
- When sawcutting, block path of slurry to protect storm drains and place filter fabric under storm drain inlet grate. Collect slurry with a wet vac as you work.
- Keep fresh concrete and mortar out of streets, gutters, storm drains, and creeks.

- Order and mix the amount of materials you will need. Mix only the amount of concrete, mortar, or plaster that you will use in an application.
- Recycle leftover materials. Concrete, asphalt, scrap metal, solvents degreasers, cleared vegetation, paper/

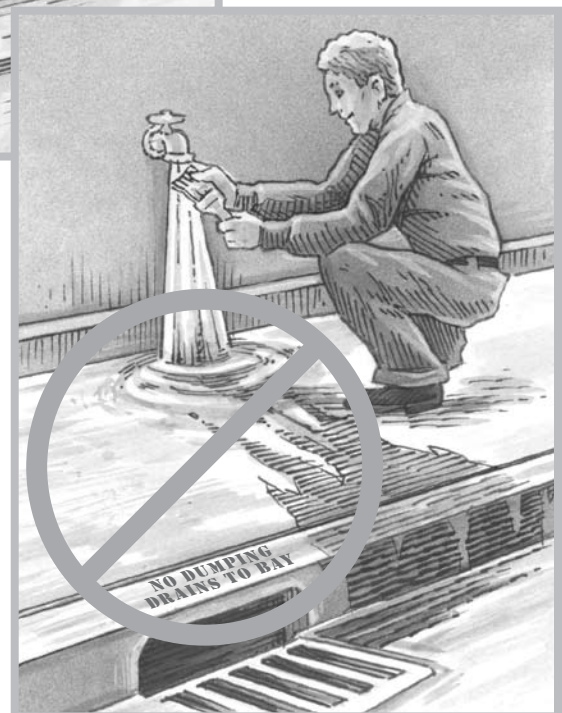
cardboard, and other materials are recyclable.

- For water-based paint first paint out brushes as much as possible, then rinse in a sink. **Never clean brushes or rinse paint containers into a street, gutter, storm drain, or creek.**



Clean latex paint from brushes and rollers in a sink.

Painting equipment must never be cleaned where washwater will reach gutters, streets, storm drains, or creeks.



LOCAL REGULATORY AGENCY CONTACTS

Local Stormwater Inspectors

City	Phone Number
Atherton.....	(650) 372-6200
Belmont.....	(650) 372-6200
Brisbane.....	(650) 372-6200
Burlingame.....	(650) 342-3727 and (650) 372-6200
Colma.....	(650) 372-6200
Daly City.....	(650) 991-8208
East Palo Alto.....	(650) 372-6200
Foster City.....	(650) 286-8140
Half Moon Bay.....	(650) 372-6200
Hillsborough.....	(650) 372-6200
Menlo Park.....	(650) 372-6200
Millbrae.....	(650) 372-6200
Pacifica.....	(650) 372-6200
Portola Valley.....	(650) 372-6200
Redwood City.....	(650) 372-6200
San Bruno.....	(650) 372-6200
San Carlos.....	(650) 372-6200
San Mateo.....	(650) 522-7300
South San Francisco.....	(650) 829-3848
Unincorporated San Mateo County.....	(650) 372-6200
Woodside.....	(650) 372-6200

Local Hazardous Waste Regulator Phone Number

(Certified Unified Program Agency – CUPA)
 The San Mateo County Environmental Health Division
 is the CUPA for all areas of San Mateo County (650) 372-6200

Local Sanitary Sewer Treatment Authorities Phone Number

Burlingame Waste Water Treatment Facility <i>(Serves Burlingame, Hillsborough, and Burlingame Hills)</i>	(650) 342-3727
Millbrae Water Pollution Control Plant	(650) 259-2388
North San Mateo County Sanitation District Wastewater Treatment Plant <i>(Serves Daly City and parts of Westborough)</i>	(650) 991-8200
Pacifica's Calera Creek Water Recycling Plant	(650) 738-4660
San Mateo Waste Water Treatment Plant <i>(Serves Foster City and San Mateo)</i>	(650) 522-7380
Sewer Authority Mid Coastside Wastewater Treatment Facility <i>(Serves Half Moon Bay, Granada, Moss Beach, and Montara)</i>	(650) 726-0124
South Bayside System Authority <i>(Serves Atherton, Belmont, Menlo Park, Portola Valley, Redwood City, San Carlos, and Woodside)</i>	(650) 832-6240
South San Francisco/San Bruno Water Quality Control Plant <i>(Serves Colma, San Bruno, South San Francisco, and southern part of Daly City)</i>	(650) 877-8555
Palo Alto Regional Water Quality Control Plant <i>(Serves East Palo Alto, Los Altos, Los Altos Hills, Mountain View, Palo Alto, and Stanford)</i>	(650) 329-2598
San Francisco's Southeast Treatment Plant <i>(Serves Brisbane and east side of San Francisco)</i>	(415) 648-6882

Version dated June 2009

Your school is accountable to several State and Local agencies for environmental compliance. For more detailed information about best management practices refer to the California Stormwater Quality Association's handbooks available at www.cabmphandbooks.com.



All discharges to sanitary sewer must be approved by your local sanitary sewer treatment authority. See list of contacts to the left. Never discharge into a storm drain.

The Program gratefully acknowledges the Alameda Countywide Clean Water Program for allowing the adaptation of its booklet.

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