

BMP G01 - General Housekeeping

Good housekeeping practices and preventive maintenance will be used to minimize spills or releases of materials into the storm water conveyance system. Promote efficient and safe housekeeping practices whenever handling potentially harmful materials including fertilizers, pesticides, cleaning solutions, paint products, automotive products, and swimming pool chemicals. CSUSM will respond as soon as is practicable to any reported spills or release to prevent entry to, or minimize impact on storm water conveyance system. All significant spills and leaks should be documented and reported according the CSUSM protocol.



Pollution Prevention Guidelines:

- Keep work sites clean and orderly.
- Remove debris in a timely fashion.
- Sweep the area.
- Dispose of wash water, sweepings, and sediments, properly.
- Recycle or dispose of fluids properly.
- Establish a checklist of office, yard and plant areas to confirm cleanliness and adherence to proper storage and security. Specific employees should be assigned specific inspection responsibilities and given the authority to remedy any problems found.
- Post waste disposal charts in appropriate locations detailing for each waste its hazardous nature (poison, corrosive, flammable), prohibitions on its disposal (dumpster, drain, sewer) and the recommended disposal method (recycle, sewer, burn, storage, landfill).
- Summarize the chosen BMPs applicable to each operation and post them in appropriate conspicuous places.
- Require a signed checklist from every user of any hazardous material detailing amount taken, amount used, amount returned and disposal of spent material.
- Keep records of water, air and solid waste quantities and quality tests and their disposition.
- Use and reward employee suggestions related to BMPs, hazards, pollution reduction, work place safety, cost reduction, alternative materials and procedures, recycling and disposal.
- Have, and review regularly, a contingency plan for spills, leaks, weather extremes etc.

Training

- Train all employees, management, office, yard, manufacturing, field and clerical in BMPs and pollution prevention and encourage accountability.
- Train applicable CSUSM staff who handle potentially harmful materials using good housekeeping practices.
- Train personnel who use pesticides in the proper use of the pesticides. The California Department of Pesticide Regulation license pesticide dealers, certify pesticide applicators and conduct onsite inspections.
- Train employees and contractors in proper techniques for spill containment and cleanup. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.

Appendix F
BMP Fact Sheets

Spill Response and Prevention

- Keep the Spill Prevention Control and Countermeasure (SPCC) plan up-to-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.