

OBJECTIVES

- Efficient and safe housekeeping practices
 - Planning
 - Training
 - General Practices

DESCRIPTION

An entire program is dependent on basic general practices as a foundation. Following certain efficient and safe practices as a guide for all BMPs will increase the effectiveness of a program and reduce the potential for pollutants to enter receiving waters.

CONSIDERATIONS

At times, efficient housekeeping practices generally rely on behavioral changes in personnel. Through training and exercises, general practices that are safe and protect the environment can become normal operating procedures.

There are no limitations to this BMP or its effectiveness. This BMP provides baseline practices that establishes a strong, safe, and efficient program for normal municipal operations and the reduction of potential pollutants discharging into receiving waters.

RECOMMENDATIONS AND PROTOCOLS

For the objectives listed, the following represent further recommendations and protocols for general housekeeping:

Planning

- Identify and assess current operations against proposed or wanted practices
- Develop a comprehensive MS4 Pollution Prevention/Good Housekeeping Plan that addresses all operations and facilities. Outline planned operating procedures to increase the effectiveness of a program.
- Address all operations and facilities including, but not limited to: construction, training, "hotspots," storm drain conveyance system, street sweeping, spill response, waste disposal, and building maintenance.
- Identify products or materials that will aid in increasing the effectiveness of general housekeeping practices
- Outline costs associated with a planned program. Understanding monetary limitations will improve the effectiveness of chosen BMPs.

Training

- See BMP Fact Sheet GH-1, Employee Training and Education for more information
- Provide training for all BMPs selected.
- Provide or assure training for regulated activities including, but not limited to: pesticides, confined space entry, and hazardous material handling
- Train personnel in general practices as noted within this fact sheet or as developed

within your plan

General Practices

- Keep work sites and operating areas clean of debris and trash
- Keep and maintain cleaning equipment and materials
- Follow procedures or protocols outlined in selected or developed BMPs
- Provide employees a summary of BMPs, and continually update on changes
- Establish daily "close-out" checklists that address, but not limited to: cleaning, storing materials, securing areas, and general monitoring
- Assure employees are knowledgeable and capable with respect to spill prevention and control, hazardous materials, and illicit discharges (non-stormwater discharges)
- Develop contingency plans addressing weather extremes and spills with a written organizational structure that further describes notification protocols and responsibilities for selected BMPs

DOCUMENTATION

Proper documentation practices are essential for any municipal SWMP to show compliance with the Clean Water Act, NPDES, and generally the requirements of the permit issued to allow discharges through the defined MS4. As with all sections of an MS4 permit, all documentation should be centralized.

For general housekeeping, documentation is only relevant for training purposes. Training will build a foundation, and improve the effectiveness of the overall program and selected BMPs. For General Housekeeping, the following templates may be used for documentation purposes:

- **Operation and Maintenance Program (O&M Program)**
- **Training Record:** This document is used to provide record of a training event or session relative to general housekeeping.
- **Training and Education Log:** Enter a completed training record for general housekeeping into the log.

INSPECTIONS AND MEASUREMENTS

Every inspection will address general housekeeping to a degree. The effectiveness of BMPs is dependent on baseline practices outlined in this fact sheet (i.e. keep operating areas clean, remove litter, observe for leaks/spills, train, and so on).

SOURCES

GLRC Good Housekeeping and Pollution Prevention for Municipal Activities at <http://www.mywatersheds.org/publications/Final%20Muni%20Handbook/Final%20Municipal%20Handbook.pdf>

California Stormwater Quality Association, Municipal Stormwater Best Management Practice Handbook (2004 edition) at <http://www.cabmphandbooks.com/Municipal.asp>

Urban Subwatershed Restoration Manual No. 9 at <http://www.cleanwatermn.org/Documents/MS4%20toolkit%20files/SWPPP%20Implementation/CWP%20municipal%20housekeeping%20manual.pdf>