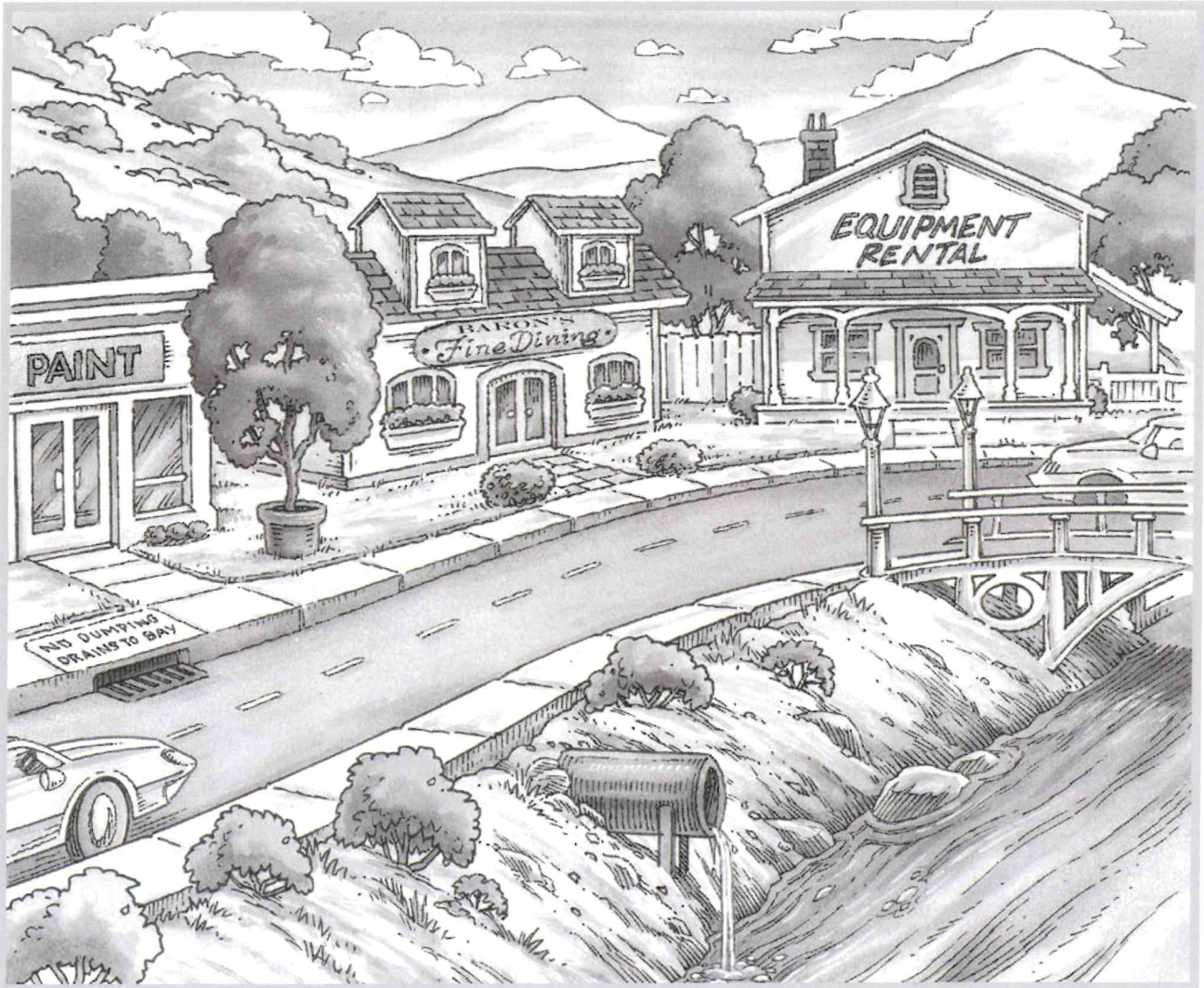


Tips for a Cleaner Bay

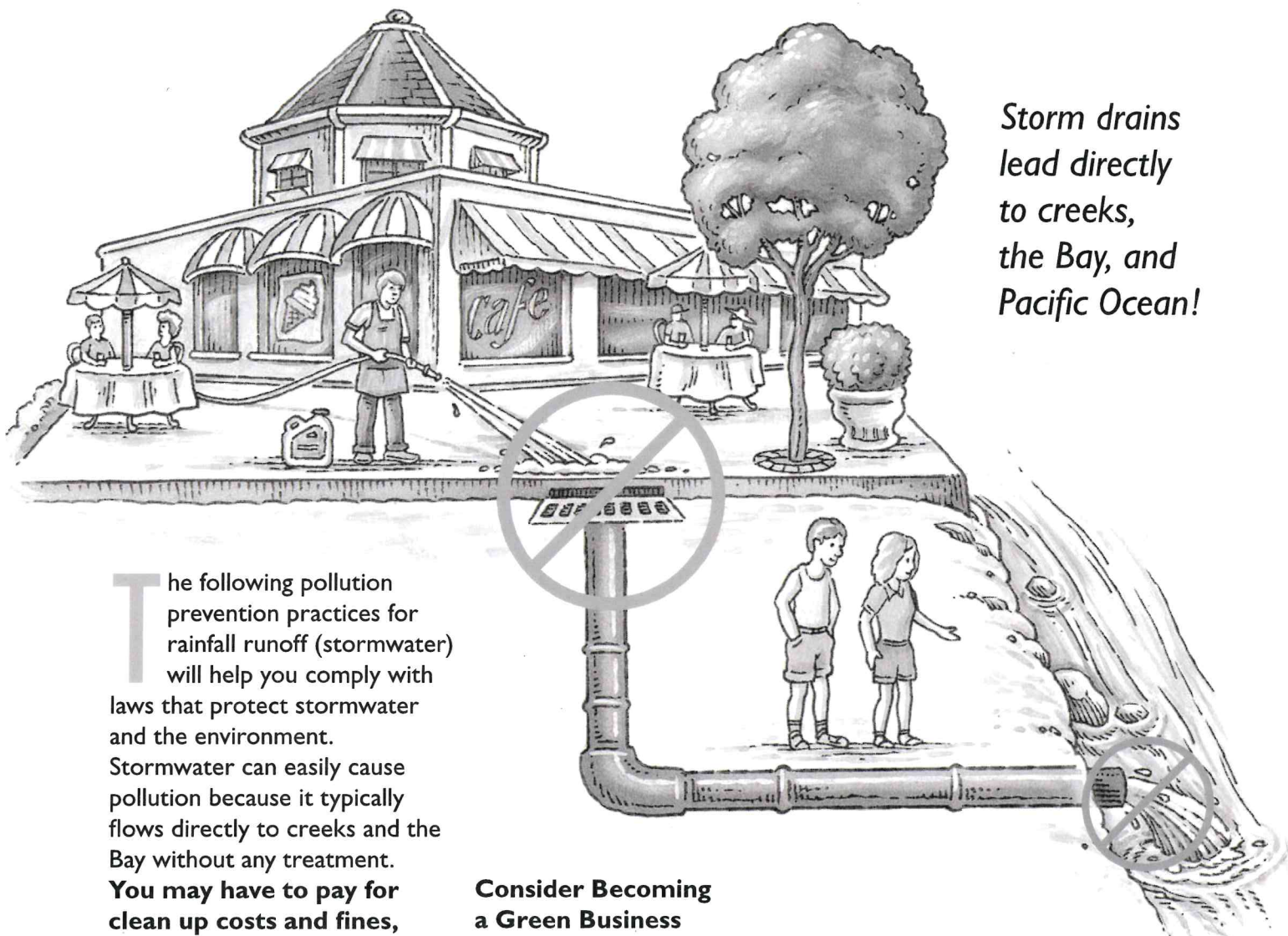
HOW YOUR BUSINESS CAN
PREVENT STORMWATER POLLUTION



These guidelines cover the following topics:

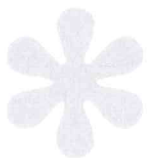
General Stormwater Pollution Prevention Practices and
Good Housekeeping • Outdoor Storage of Materials and Wastes
Equipment and Vehicle Washing • Landscape Maintenance • Mercury and Litter
Additional Information and Local Agency Contacts

YOU CAN PREVENT WATER POLLUTION!



Storm drains
lead directly
to creeks,
the Bay, and
Pacific Ocean!

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 may have to pay for clean up costs and fines, have permits revoked, or even go to jail for stormwater pollution,** such as spilling chemicals and/or discharging other wastes and washwaters to streets, storm drains, creeks, and the Bay.



*Polluting stormwater
is against the law!*

Consider Becoming a Green Business

Green Businesses must comply with environmental laws plus meet established standards for conserving natural resources, preventing pollution, and reducing wastes. The Bay Area Green Business Program certifies businesses as green and promotes Green Business use and recognition. For more information visit www.greenbiz.ca.gov/index.html.

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

GENERAL POLLUTION PREVENTION PRACTICES

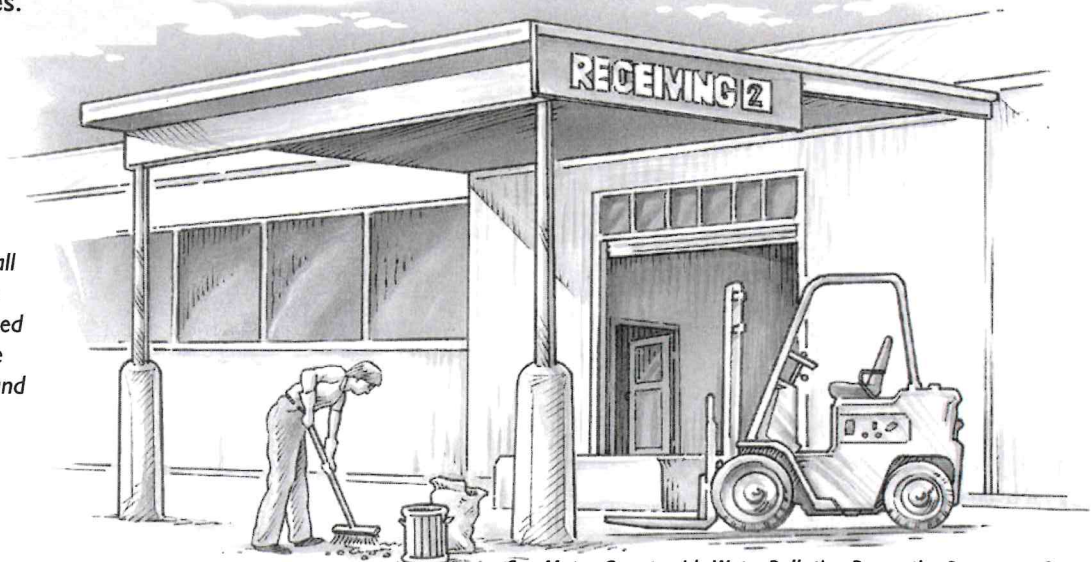
These good housekeeping practices are required and critical to protecting our environment.

Five Important Things to Remember:

1. Keep your business neat and clean – it saves time and money 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.

- **Label/stencil each storm drain inlet** to remind workers and customers that no dumping is allowed.
- **Routinely inspect and clean:**
 - ✓ Storm drain inlets (grates and sumps)
 - ✓ Loading docks and shipping/receiving areas
 - ✓ Work areas
 - ✓ Chemical storage areas
 - ✓ Waste storage and recycling areas
 - ✓ Treatment devices for proper functioning
- **Keep surfaces clean** by sweeping, vacuuming or mopping – never wash down surfaces to gutter, storm drain inlet, street, or waterway. For pressure washing of pavement or other surfaces hire a cleaning contractor trained to use pollution prevention practices (see Bay Area Stormwater Management Agencies Association's list of recognized surface cleaners at www.basmaa.org/recognition/). Make sure all wash water is collected and disposed properly as described at website.
- **Sweep parking areas and gutters** at least monthly and before it rains and pick up litter and trash daily.
- **Prevent spills** when transferring liquids by using drip pans, secondary containment, and absorbents.
- **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.
- **Perform work indoors or under cover**, whenever possible, to avoid exposure to rainfall, runoff, and wind. If outdoor work generates small particles or dust, the particles must be contained and vacuumed up.

**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.*

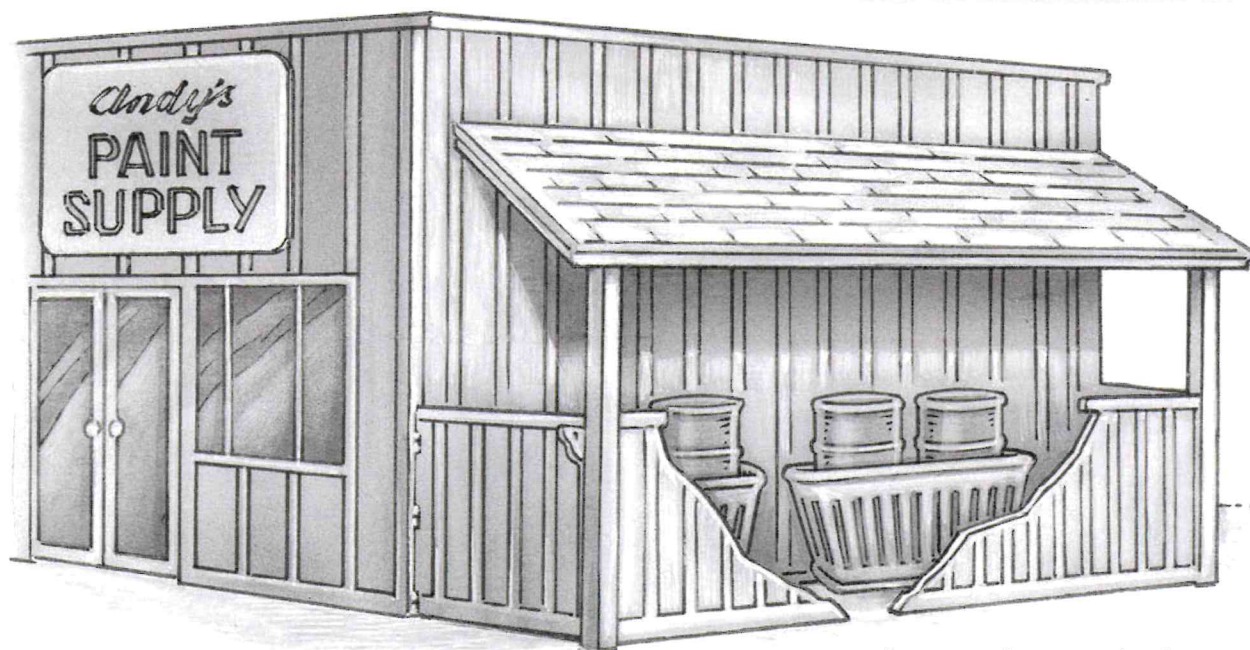


OUTDOOR MATERIALS STORAGE

- Store materials on a **paved surface** and **under a roof**, in a fully enclosed container, or under a temporary waterproof covering to prevent contact with rainfall and runoff.
- Store fluids within **secondary containment** to prevent accidental release. **Keep container lids, caps, and openings closed** when not in use. Keep containers out of pooled or standing water. Regularly inspect containers for cracks, corrosion, or leaky seams.
- Apply **caution and control** when transferring liquids to minimize spill potential.
- Have **cleanup materials** easily accessible. Regularly train employees on spill clean up procedures.
- Store all items **as far as possible from storm drain inlets**.
- Use **drip pans** under outdoor work or storage areas where there is the potential for spills and leaks.

If You Must Store Materials Outdoors:

1. Protect from rain and runoff.
2. Place primary containers of liquids within secondary containment.
3. Do not place near storm drain inlets.
4. Check with Fire Department if sprinklers may be required under roof/cover.
5. Keep spill cleanup materials in easily accessible areas.



Paints stored on a paved surface, under a roof, and within secondary containment to catch spills.



Education and Training

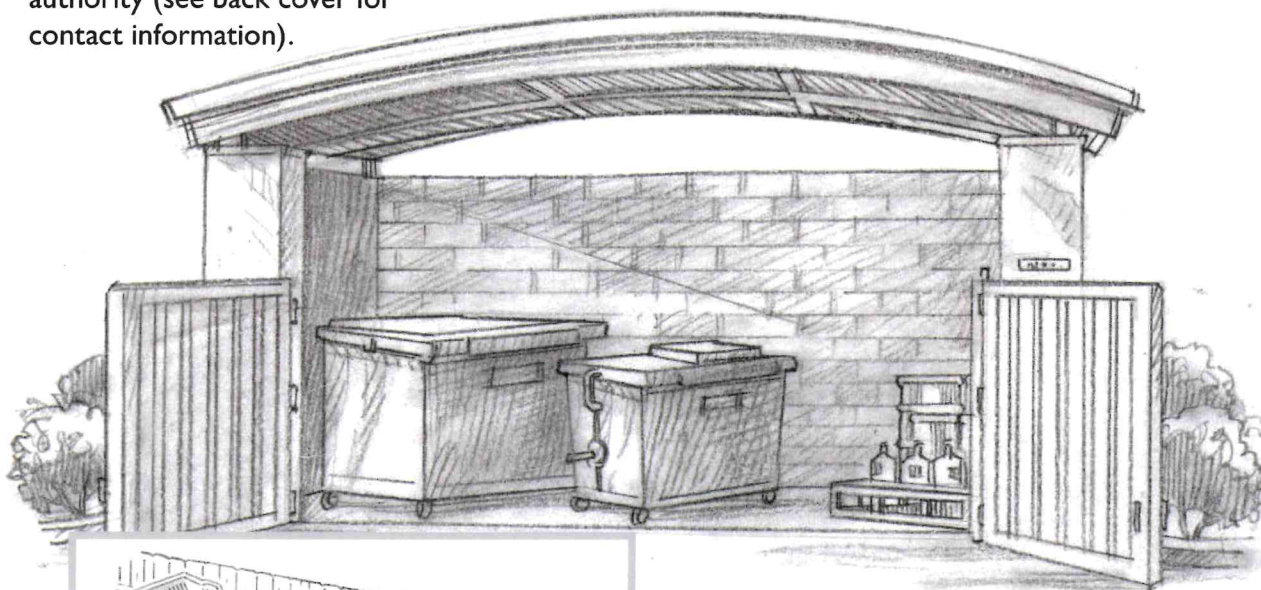
Train new employees and remind existing ones to use these stormwater pollution prevention practices.

OUTDOOR WASTE STORAGE

- **Inspect dumpsters and waste recycling area daily.** Pick up dropped wastes and sweep area. Make sure dumpsters are not overfilled and lids are kept closed. Dumpsters without tight lids or that leak must be replaced or repaired. Some dumpsters have plugs that need to be in place. Contact your service provider.
- **Prevent and clean up any trash compactor leachate** drippings or direct 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.
- Do not rinse waste containers or areas to storm drain.

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.



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



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

EQUIPMENT AND VEHICLE WASHING

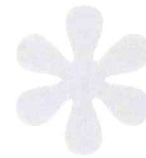
- If possible, **wash equipment indoors**, at a utility sink or location where washwaters drain to the sanitary sewer. Contact your local sanitary sewer treatment authority for approval (See back page).
- Alternatively, **wash equipment or vehicles** on an adequately-sized, wash pad that is roofed, bermed, and connected to a washwater treatment system and the sanitary sewer.
- Connection to the sanitary sewer may also require a plumbing permit from your local jurisdiction. Contact your City.
- All grease traps and interceptors and vehicle washing systems **shall be maintained and cleaned out** on a regular schedule. Collected solids must be disposed using a licensed waste hauler.
- Mobile washing of some types of equipment, such as roof exhaust equipment or shopping carts, is acceptable if all washwater is contained, vacuumed up, and disposed to sanitary sewer.



Kitchen floor mat washing in a janitorial/mop sink.

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, or storm drain.
4. Clean equipment or vehicles off site, if other options are unavailable.



Consult your local sanitary sewer treatment authority for approval regarding any equipment or vehicle washing system. See back page for contact information.

LANDSCAPING AND SAFER ALTERNATIVES TO PESTICIDES

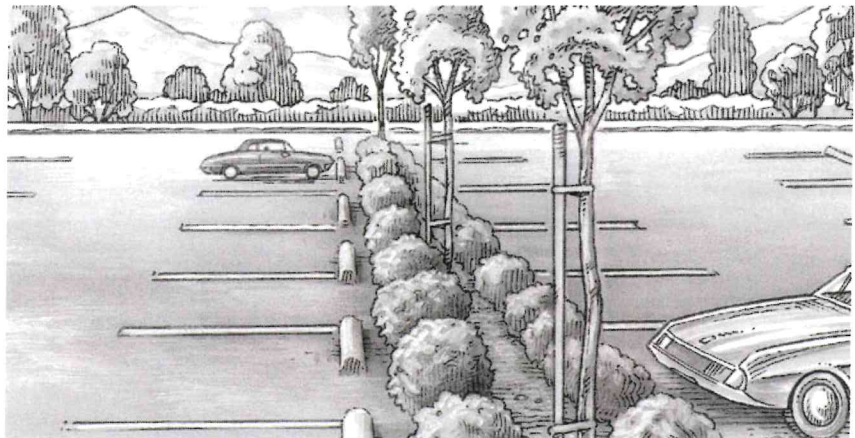
- Stormwater pollution prevention and treatment systems are being increasingly included in landscaping. Know whether your landscaping is specifically designed to minimize and treat stormwater runoff, and, if it is, make sure it is maintained as designed.
- Follow Bay-Friendly Landscaping and Gardening Program practices. Visit www.bayfriendly.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.

- **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. Follow maintenance plan for any landscape-based stormwater treatment system.
2. Use least toxic pest control methods.
3. Minimize use of fertilizer.



Here is an example of a vegetated swale used for treating stormwater drainage from a parking lot. Swales allow stormwater pollutants a chance to settle and, where soils are sandy, to recharge groundwater aquifers.

MERCURY AND LITTER

MERCURY

Mercury contaminates fish making them unsafe to eat. The state health agency has issued detailed health advisories that are available at www.oehha.ca.gov/fish/general/sfbaydelta.html.

- Properly **dispose** as hazardous waste **or recycle** all mercury-containing products, including **fluorescent** lamps light bulbs, manometers, thermostats, switches, and batteries. **In order to prevent contamination of fish, it is no longer legal**

to dispose any of these wastes as trash with your regular garbage.

- Consult the California Department of Toxic Substances Control's website www.dtsc.ca.gov/HazardousWaste/UniversalWaste/index.cfm for detailed information on how to dispose of mercury-containing and other universal hazardous wastes. Don't throw in the trash – it is illegal!

LITTER

Litter and trash are bad for

business and harm the health of creeks and the Bay.

- **Provide enough trash receptacles** for customers and employees. All outdoor receptacles must be covered.
- **Pick up litter daily.** Maintain the sidewalk in front of your business so that it is free of litter and dirt. Don't wash into street or storm drain.
- Any **creek** passing through or next to your property **must be maintained free of trash and debris.**

LOCAL 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) 522-7300
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..... (650) 342-3727
(Serves Burlingame, Hillsborough, and Burlingame Hills)

Millbrae Water Pollution Control Plant..... (650) 259-2388

North San Mateo County Sanitation District..... (650) 991-8200
Wastewater Treatment Plant
(Serves Daly City and parts of Westborough)

Pacifica's Calera Creek Water Recycling Plant..... (650) 738-4660

San Mateo Waste Water Treatment Plant..... (650) 522-7300
(Serves Foster City and San Mateo)

Sewer Authority Mid Coastside Wastewater..... (650) 726-0124
Treatment Facility
(Serves Half Moon Bay, Granada, Moss Beach,
and Montara)

South Bayside System Authority..... (650) 594-8411 ext.140
(Serves Atherton, Belmont, Menlo Park, Portola Valley,
Redwood City, San Carlos, and Woodside)

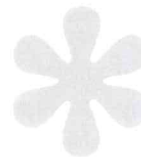
South San Francisco/San Bruno Water..... (650) 877-8555
Quality Control Plant
(Serves Colma, San Bruno, South San Francisco,
and southern part of Daly City)

Palo Alto Regional Water Quality Control Plant..... (650) 329-2598
(Serves East Palo Alto, Los Altos, Los Altos Hills,
Mountain View, Palo Alto, and Stanford)

San Francisco's Southeast Treatment Plant..... (415) 648-6882
(Serves Brisbane and east side of San Francisco)

Version dated May 2008

Your business may be regulated by several State and Local agencies for environmental compliance. In addition to what is listed, you may need to obtain coverage under the State Water Resources Control Board's Stormwater Industrial General Permit. Call: (916) 341-5538 for more information.



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.

♻️ Printed on 50% recycled paper with 30% Post Consumer Waste (PCW), utilizing soy-based inks.