

BEST MANAGEMENT PRACTICES CHECKLIST FOR INDUSTRIAL FACILITIES

1. Are good housekeeping procedures practiced both indoor and outside? yes ☐ no ☐
2. Are measures taken to prevent wastewater, cleaning or rinse water, chemicals, or debris from being dumped or discharged into the street or storm drain system? yes ☐ no ☐
3. Are spill prevention and cleanup materials kept in stock and conveniently located? yes ☐ no ☐
4. Are outside areas, including parking lots, loading docks, delivery areas, and driveways, kept clean and free of debris, dust, and fluids from industrial operations and equipment? yes ☐ no ☐
5. If sidewalks, gutters, outdoor eating areas, steps, building exteriors, walls, and driveways are cleaned with water, is either a) no soap or cleansers used; or b) the area mopped or hosed down with a regular garden hose and 1/2 inch mesh screens inserted in nearby downstream storm drains to catch debris and particulates? yes ☐ no ☐
Or, if pressure washing or steam cleaning is conducted, is the wastewater collected and discharged to the sanitary sewer? yes ☐ no ☐
6. If water is used to clean parking lots, loading docks or delivery areas, is the wash water discharged to the sanitary sewer? yes ☐ no ☐
7. If cleaning solvents are used on outside ground surfaces, such as sidewalks, patios, loading docks, delivery areas, or dumpster areas, is the solvent cleaned up and properly disposed of? yes ☐ no ☐
8. If water is used to remove paint or graffiti from building exteriors, walls, steps, signs, and other surfaces, are measures taken to prevent discharge of the wastewater and paint particles to the street or storm drain system? Also, if blasting or sanding is conducted to remove paint or graffiti, are measures taken to prevent the paint particles, blasting material, sand, or dust from reaching the storm drain system? yes ☐ no ☐
9. If vehicle washing is conducted on-site, is it done in a City approved wash pad or are the vehicles rinsed with water only? yes ☐ no ☐

10. Are storm drains located in or near loading docks kept free of debris and adequately protected when the area is cleaned or a spill occurs? **yes** ☐ **no** ☐
11. Is equipment-cooling water plumbed to the sanitary sewer? **yes** ☐ **no** ☐
12. Is the cleaning wastewater from garbage dumpster areas discharged to the sanitary sewer system? Are all leaks and spills prevented from reaching the storm drain system? **yes** ☐ **no** ☐
13. Are all dumpsters and garbage containers watertight and used with secured lids? Is trash kept from spilling out? **yes** ☐ **no** ☐
14. Are chemical and material storage areas kept clean and free of leaks and spills? If hazardous materials or wastes are stored, are they in compliance with all hazardous material and waste storage regulations? **yes** ☐ **no** ☐
15. Are outdoor material and parts stockpiles covered and protected so that wind and rain will not cause debris and fluids to reach the storm drain system? **yes** ☐ **no** ☐
16. Is a current spill response plan kept onsite and available to City inspectors upon request? **yes** ☐ **no** ☐
17. Are storm drains, catch basins and gutters kept clean and functional, and free of leaves, dirt, and debris? Are they cleaned between September 1st and October 15th each year? **yes** ☐ **no** ☐
18. Are landscaping wastes collected properly and kept out of the street or storm drain system? In addition, are unused pesticides and herbicides disposed of as hazardous waste? Do hired landscaping services also abide by these Best Management Practices? **yes** ☐ **no** ☐
19. Are employees trained in these Best Management Practices upon hiring and annually thereafter? Is a log of all training events kept onsite and available to City inspectors upon request? **yes** ☐ **no** ☐
20. Are janitors and any contractors working on-site aware of these Best Management Practices and do they abide by them? **yes** ☐ **no** ☐

If your facility has a machine shop or vehicle repair shop:

21. Are measures taken to prevent vehicle fluids, chemicals, hazardous materials, dust, and floor cleaning wastewater from being discharged outside or to the storm drain system?
yes ☐ **no** ☐
22. Are drip pans and adequate spill prevention and clean-up materials kept on-site and easily available for use?
yes ☐ **no** ☐
23. Is mop water discharged to the sanitary sewer (as long as it does not contain any hazardous waste)? If floors are mopped, is the procedure below followed?
- Clean up spills with rags or dry absorbent,
 - Next, sweep the floor.
 - Then, mop floor and discharge mop water to the sanitary sewer via a sink or toilet.
- yes** ☐ **no** ☐
24. Is outside work conducted within an area where spills can be contained and cleaned up immediately?
yes ☐ **no** ☐
25. Is wastewater, from parts cleaning, engine cleaning, drive train and undercarriage cleaning, and radiator flushing, contained and prevented from reaching the storm drain or sanitary sewer system?
yes ☐ **no** ☐

*If you have any questions, please call the
City's Environmental Compliance Inspectors at: 831-420-6050*