



## Good Housekeeping



✓ *Stored indoors*



✓ *Covered and closed*



✓ *Spill pallets for leaks*



✓ *Secondary containment, under cover*



Good housekeeping practices reduce waste and accidents, and ensure that stormwater does not mix with chemicals, protecting your business, your employees, and water quality.

Good housekeeping practices include:

### Store everything in its place

An organized shop keeps workspaces clear to reduce the chance of accidents, and prevents contact with falling rainwater. Examples of proper storage are:

- Store new and open chemicals separately from wastes, and well away from drains.
- Check storage containers regularly for leaks, complete labels, and tight lids.
- Store bulk liquids and waste, used auto parts, and batteries indoors. If they must be kept outdoors, store underneath a cover.
- Store used shop rags in a fire resistant container.

### Stormwater Pollution Prevention Program for Automotive Businesses

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CITY OF GRESHAM

## Contain liquids

Barriers around areas of liquid storage, transfer, and use minimize accidents, make spill cleanup easier, and prevent contact with flowing stormwater. Examples of containment are:

- Use an enclosed parts cleaner.
- Use drip pans whenever drips, leaks or spills are possible.
- Place liquid containers and leaky parts inside a second container (*secondary containment*).



✔ Use spill pallets for leaks



✔ Work indoors, collect liquids



✔ Sweep, don't wash

## Auto maintenance

Use good housekeeping practices when conducting any work on automobiles or equipment. For example:

- Conduct maintenance activities indoors. If they must be done outdoors, install a cover over work areas.
- Contain possible spills by placing absorbent booms around work areas.
- Use drip pans to catch, and funnels to transfer, chemicals to storage containers.



✔ Work indoors



✘ Maintenance outdoors, without containment

## Prevention

Prevention includes other good housekeeping practices that reduce the possibility of chemicals reaching water, drains, and soil, such as:

- Use less toxic alternatives to dangerous chemicals.
- Use a funnel to transfer liquids.
- Seal off storm drains temporarily when spills are possible, such as during unloading.
- Sweep driving or parking surfaces rather than using a hose.
- Do not keep unneeded liquid or solid materials on site. Determine what they are and dispose of them appropriately.



Unnecessary waste 



Not covered, cap missing 



Not covered, not contained 



Stormwater drainage

## Know your site

Understanding how stormwater drains on your site helps make decisions that prevent chemicals from coming into contact with stormwater. There are two things you can do:

- Regularly look for signs of pollution, such as oil stains or dead vegetation. Clean up leaks, and add good housekeeping practices that correct the problems you find.
- Map how water flows to drains and sumps on your site. Find out whether the drains are for sanitary sewer or stormwater. Move storage areas, wash areas, and other activities away from areas that flow to storm drains.

## More Good Housekeeping BMPs...

	<b>Best Management Practice (BMP)</b>	<b>Approximate Cost</b> - = No Cost \$ = <\$100 \$\$ = \$100-250 \$\$\$ = >\$250	<b>Ease of Application</b> 1 = Easy 2 = Moderate 3 = Difficult	<b>Maintenance Needed?</b>
<input type="checkbox"/>	<b>Move indoors</b> - Work and store chemicals and waste indoors	-	1	No
<input type="checkbox"/>	<b>Storm drains</b> - Label so employees and customers know they end at streams	\$	1	No
<input type="checkbox"/>	<b>Cleaners and pesticides</b> - Use less toxic products; use soap only if required	\$	1	No
<input type="checkbox"/>	<b>Enclose chemicals during use</b> - Lease a parts washer:			
	• Solvent	\$\$	1	Yes <sup>1</sup>
	• Aqueous/biodegradable-cleaner based	\$\$-\$\$\$	1	Yes <sup>1</sup>
<input type="checkbox"/>	<b>Landscaping</b> - Use timers on watering hoses; avoid overspray and runoff	\$ - \$\$	1	No
<input type="checkbox"/>	<b>Use less water</b> - Add organic material to soil to improve water retention	\$ - \$\$	1	No
<input type="checkbox"/>	<b>Follow instructions</b> - Read labels on product containers; do not overapply	-	1	No
<input type="checkbox"/>	<b>Clean up spills and leaks right away</b> - Prevent contact with stormwater and avoid tracking material on shoes	\$	1	No
<input type="checkbox"/>	<b>Confine spills and leaks</b> - Install secondary containment:			
	• Tanks	\$	1	No
	• Pallets	\$ - \$\$	1	No
	• Berms	\$ - \$\$\$	1 - 2	No
<input type="checkbox"/>	<b>Storm drains</b> - Annually inspect and clean, utilize City's Storm Drain Cleaning Assistance Program (SCAP) if desired	\$	1 - 2	Yes
<input type="checkbox"/>	<b>Cover up</b> - Provide cover over work activity and/or storage areas:			
	• Temporary (for short term uses)	\$\$ - \$\$\$	1 - 2	No
	• Permanent	\$\$\$	3	Yes
<input type="checkbox"/>	<b>Get recognized</b> - Let customers know that your business protects the environment	\$	2	No
<input type="checkbox"/>	<b>Get certified</b> - Meet EcoBiz requirements or the City's GREAT business program and advertise your award ( <a href="http://www.ecobiz.org">www.ecobiz.org</a> and <a href="http://greshamoregon.gov/greatbiz/">http://greshamoregon.gov/greatbiz/</a> )	\$\$-\$\$\$	2	Yes <sup>2</sup>

<sup>1</sup> The company that owns the washer conducts maintenance as part of equipment lease fee.

<sup>2</sup> Recertification is needed every three years for EcoBiz, and every two years for the GREAT program.