

# Best Management Practices Quick Reference Guide

PREPARED FOR

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Client Name Second Line

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## Flexible and Rigid Pavement

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Activities required to have Best Management Practices under this category include:

### Flexible Pavement

- Asphalt Cement Crack and Joint Grinding and Sealing
- Asphalt Paving
- Structural Pavement Failure (Digouts) Pavement Grinding and Paving
- Sealing Operations
- Emergency (Unscheduled) Pothole Repair

### Rigid Pavement

- Portland Cement Crack and Joint Sealing
- Mudjacking and Drilling
- Concrete Slab and Spall Repair

- ✓ This activity shall not be performed during rain events or prior to predicted rain events unless required by emergency conditions.
- ✓ Protect drains, watercourses and manholes from all potential spills.
- ✓ Clean equipment over absorbent pads, drip pans, plastic sheeting or other material to capture all spillage. If chemicals are used for cleaning, consider safer alternative products where practical and effective. Properly dispose of all generated waste material.
- ✓ Release agents shall not be discharged to the storm water drainage system or watercourses.
- ✓ Do not stockpile sand, sediment, aggregate, asphalt, rubble, grindings, in or near storm water drainage system or watercourses. Protect stockpiles with a cover or sediment barriers during rainstorms.
- ✓ Liquid waste should be collected in a container, with a secure lid and transported to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Minimize airborne dust. Use water spray during grinding but minimize runoff.
- ✓ Minimize non-storm water runoff. Minimize water used with the roller and for evaporative cooling.
- ✓ Place the “cold-mix” asphalt (pre-mixed aggregate and asphalt binder) under a protective cover during rain storms.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport back to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Trap loads before hauling to the storage site, if necessary. Do not overfill trucks.
- ✓ Use only enough material to fill the pothole.

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## Slope/Drains/Vegetation: Shoulder Grading

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Activities required to have Best Management Practices under this category include:

Maintenance to areas adjacent to surfaced and unsurfaced road shoulders to prevent loss of lateral support.

- ✓ This activity shall not be performed during rain events or prior to predicted rain events unless required by emergency conditions.
- ✓ Tarp imported fill material and other materials that may drift when transporting them to the work area in open-bed trucks.
- ✓ Do not overfill trucks.
- ✓ Protect drain inlets, watercourses and manholes from potential spills including sediment, aggregate and asphalt grindings.
- ✓ Compact unpaved shoulder as soon as possible after grading. Use water to aid compaction but prevent runoff.
- ✓ Prevent runoff. Water applied during sweeping operations must be controlled to prevent unpermitted non-storm water discharges.
- ✓ Control dust and erosion in windy or wind-prone areas using covers, water or soil stabilizers.
- ✓ Preserve existing vegetation by defining the work area and following the existing contours. Replace any damaged vegetation outside the defined work area.
- ✓ Do not stockpile sediment, aggregate and asphalt grindings in or near storm water drainage system or watercourses. Protect stockpiles with a cover or sediment barriers during rainstorms.
- ✓ Vehicle and equipment washing is allowed only at designated rinsing areas, wash racks or other designated areas. All engine compartment and undercarriage rinsing/washing must be performed within an approved facility. Public Works will approve or provide input on the approved location for a designated rinsing area.
- ✓ Prevent runoff. Sediment from equipment rinsing shall not discharge to the storm water drainage system or watercourses.
- ✓ Sweep up or vacuum sediment and excess asphalt. Keep asphalt grindings out of the storm water drainage system and watercourses. Incorporate back into the work area or properly dispose of all generated materials.

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### Slope/Drains/Vegetation: Fence Repair

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Activities required to have Best Management Practices under this category include:

Repairs to fences, property fences, and median fences.

- ✓ Protect drain inlets and watercourses from potential spills.
- ✓ Stabilize the entrance/exits to the work area if necessary, to avoid tracking mud or sediment on to public roads.
- ✓ Preserve existing vegetation by defining the work area and replacing the damaged vegetation outside the defined work area.
- ✓ Equipment and tools can be cleaned at the Corporation Yard. If a washout needs to occur at the activity site, make sure all liquids are contained and disposed of properly.
- ✓ If concrete is used, do not allow concrete waste or slurry to enter storm water drainage system or watercourses. Liquid waste and concrete washout should be collected in a container with a secure lid and transported to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Sweep and vacuum roadway. If working off-road, inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris and sediment onto public roadways.
- ✓ Solid waste should be collected and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Slope/Drains/Vegetation: Drainage Ditch and Channel Maintenance

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Activities required to have Best Management Practices under this category include:

### Importing fill material to repair eroded channel walls.

- ✓ Tarp loads before hauling to and from the site if necessary. Do not over-fill trucks.
- ✓ Stabilize the entrance/exits to the work area and the erodible ground surface adjacent to the ditch and channel using soil stabilization BMPs requiring protection as soon as possible after completing ditch and channel maintenance. Compact soil if re-vegetation is not desired.
- ✓ Minimize water quality degradation and maintain a sufficient water flow downstream to maintain aquatic life. Divert the water flow around the work area. Remove diversions when the maintenance activity is completed.
- ✓ When cleaning ditches and channels below cut slopes or steep slopes, avoid cutting the toe of the slope.
- ✓ Check dams may be used to restrict water flow. Remove the check dams and accumulated sediment when the activity is completed.
- ✓ Use drip pans and absorbents to contain equipment fluids such as fuels and hydraulic oils.
- ✓ Contain the water used, materials and soil generated during ditch and channel cleaning and manage as liquid or solid waste.
- ✓ Noncontaminated soil may be acceptable for reuse if approved.
- ✓ Preserve existing vegetation by defining the work area and replacing the damaged vegetation outside the defined work area.
- ✓ Control dust and erosion in windy or wind-prone areas using covers, water or soil stabilizers.
- ✓ Do not stockpile sediment in or near the storm water drainage system or watercourses.
- ✓ Public Works will provide written instructions for pre-approved decanting sites for liquid waste and the proper disposal site for contaminated soil.
- ✓ Vehicle and equipment washing is allowed only at approved rinsing areas, wash racks or other designated areas. All engine compartment and undercarriage rinsing/washing must be performed within a wash rack facility. Public Works will approve or provide input on the approved location for a designated rinsing area.
- ✓ Liquid waste may be collected in a Vactor™ and transported to the Corporation Yard or decanting area for proper disposal.
- ✓ If working off-road, inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris and sediment onto public roadways.

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## Slope/Drains/Vegetation: Drain and Culvert Maintenance

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Activities required to have Best Management Practices under this category include:

Maintenance of under drains, horizontal drains, down drains, gutters, overside drains, scuppers and deck drains.

- ✓ Keep the gearbox of equipment above water when equipment is in a water body.
- ✓ Construct a barrier to intercept sediment from discharging into storm water drainage system or watercourses. Remove the barriers when the maintenance activity is completed.
- ✓ Stabilize the entrance/exits to the work area as necessary to avoid tracking mud or sediments onto public roadways.
- ✓ Use the minimum amount of water to clear drains and culverts. Water applied during cleaning operations must be controlled to prevent unpermitted non-storm water discharges.
- ✓ Preserve existing vegetation by defining the work area and replacing the damaged vegetation outside the defined work area.
- ✓ Stabilize ground surfaces that require erosion protection as soon as possible after completing drain and culvert maintenance. Compact soil if revegetation is not desired.
- ✓ Do not stockpile sediment in or near the storm water drainage system or watercourses.
- ✓ Vehicle and equipment washing is allowed only at designated rinsing areas, wash racks or other designated areas. All engine compartment and undercarriage rinsing/washing must be performed within a wash rack facility. Public Works will approve or provide input on the approved location for a designated rinsing area.
- ✓ Contain the water used and materials generated during drain and culvert cleaning and managed as liquid or solid waste. The Public Work provide instruction for pre-approved decanting sites for liquid waste and the proper disposal of contaminated soil.
- ✓ If working off-road, inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris, and sediment onto public roadways.
- ✓ Liquid waste may be collected in a Vactor™ and transported back to the Corporation Yard or decanting area for proper disposal.

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## Slope/Drains/Vegetation: Curb and Sidewalk Repair

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Activities required to have Best Management Practices under this category include:

Repairs made to concrete curbs and sidewalks.

- ✓ This activity shall not be performed during rain events or prior to predicted rain events unless required by emergency conditions.
- ✓ Protect drain inlets, watercourses and manholes from potential spills including sediment, aggregate, grindings, concrete products and concrete waste.
- ✓ Release agents shall not be discharged to the storm water drainage system or watercourses.
- ✓ Minimize amount of water used to clean and cure concrete to prevent runoff.
- ✓ Minimize airborne dust. Use water spray during grinding but minimize runoff.
- ✓ Do not stockpile sediment or concrete rubble in or near storm water drainage system or watercourses. Protect stockpiles with a cover or sediment barriers during rainstorms.
- ✓ Vehicle and equipment washing is only allowed at designated rinsing areas, wash racks or other designated areas. All engine compartment and undercarriage rinsing/washing must be performed within a wash rack facility. Public Works will approve or provide input on the approved location for a designated rinsing area.
- ✓ Liquid waste and concrete washout should be collected in a container with a secure lid and transported to the Corporation Yard or decanting area for proper disposal. Concrete contractors are required to comply with City Standard Specifications.

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### Litter/Debris/Graffiti: Sweeping

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Activities required to have Best Management Practices under this category include:

Sweeping to remove litter and debris from streets and parking lots.

- ✓ Do not load hoppers beyond their capacity.
- ✓ Adjust brooms frequently for maximum efficiency.
- ✓ Do not discharge fluids from sweeping operation to storm water drainage system or watercourses.
- ✓ Prevent runoff. Sediment from equipment rinsing shall not be discharged to the storm water drainage system or watercourses. Rinse sediment designated rinsing areas to prevent discharge to the storm water drainage system or watercourses.
- ✓ Do not sweep any unknown substances that may be potentially hazardous.
- ✓ Before deadheading the sweeper, stow gutter brooms, but keep the pickup broom down for approximately 150 feet. Lift the pickup broom, and to the maximum extent possible, clear the sweeper's brooms and elevators before leaving a site.
- ✓ Do not stockpile sediment in or near storm drainage system or watercourses. Protect stockpiles with a cover or sediment barriers during rainstorms.

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#### Litter/Debris/Graffiti: Litter and Debris Removal

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Activities required to have Best Management Practices under this category include:

Removing litter and debris periodically collected from City streets, property and removed from drainage grates, trash racks and ditch lines.

- ✓ Tarp or secure materials transported in open-bed trucks to and from the work area to prevent spillage to the roadway. Do not overfill truck.
- ✓ Supervisors should observe the overall condition of their assigned sections and assess the need for litter removal and installation of anti-litter signs.
- ✓ Pick up litter as needed or at the assigned frequencies.
- ✓ Remove litter and debris from drainage grates, trash racks and ditch lines that have the potential to reduce flows in storm water drainage systems.
- ✓ Litter and debris should be removed using dry techniques.
- ✓ Solid waste should be put into bags or buckets and secured for transport to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Do not pick up or handle unmarked containers that may have contaminated materials inside.
- ✓ Inspect and replace unreadable anti-litter signs.

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## Litter/Debris/Graffiti: Emergency Response and Cleanup

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Activities required to have Best Management Practices under this category include:

Isolation, containment, removal, and disposal of spilled substances.

- ✓ Protect drain inlets and manholes from receiving waste from spills, if it can be done safely.
- ✓ Stabilize the entrance/exits to the work area if necessary, to avoid tracking mud or sediment on to public roadways.
- ✓ Water used for cleaning and non-emergency decontamination shall not be allowed to enter storm water drainage system or watercourses. However, first responders should undertake any necessary emergency actions to save lives and protect the public and themselves.
- ✓ Do not track spilled material. Without compromising safety or cleanup efforts, protect spilled material from storm water run-on during rainfall or trackout from motorists.
- ✓ Preserve existing vegetation by defining the work area and replacing the damaged vegetation outside the defined work area.
- ✓ Avoid stockpiling contaminated soils or hazardous material. If temporary stockpiling is unavoidable, do not stockpile in or near storm water drainage system or watercourses.
- ✓ If working off-road, inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris and sediment onto public roadways.

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## Litter/Debris/Graffiti: Graffiti Removal

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Activities required to have Best Management Practices under this category include:

Removing graffiti using support equipment, paint removal (hydroblasting, sandblasting, soda blasting or washing with graffiti removal products) and painting.

- ✓ This activity shall not be performed during rain events or prior to predicted rain events.
- ✓ Secure paint while transporting to avoid spills.
- ✓ Protect drain inlets and watercourses from potential spills.
- ✓ Tarps and similar control measures should be used to prevent spills or material drift from being deposited into storm water drainage system or watercourses.
- ✓ Only pre-approved graffiti removal products should be used.
- ✓ Mix paint indoors or in a containment area away from drain inlets.
- ✓ Water used for cleaning and decontamination shall not be allowed to enter storm water drainage system or watercourses.
- ✓ Waste from cleaning paint equipment or brushes should be collected and put into a bucket or drum with a secure lid for transport back to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport back to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Sandblasting or hydroblasting have separate BMPs. Please refer to BMP cards for additional BMPs if graffiti removal includes these activities.

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## Chemical Vegetation Control

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Activities required to have Best Management Practices under this category include:

Pesticide use, including herbicides, to eliminate and prevent the growth of undesirable vegetation.

- ✓ This activity shall not be performed during rain events or prior to predicted rain events that produce runoff unless required by emergency conditions.
- ✓ Identify drain inlets and watercourses, both upstream and downstream of the activity site. Protect the drain inlets, storm water drainage system and watercourses from discharges of potential pollutants.
- ✓ Mixing and loading into spray equipment should be in a containment area away from drain inlets and watercourses.
- ✓ Apply pesticides only as specified on the “Pesticide Use Recommendation” on the label and as approved by the Pest Control Advisor.
- ✓ Minimize the use of pesticides in or near storm water drainage system or watercourses.
- ✓ Calibrate the spray rig to ensure accurate application of pesticides.
- ✓ Do not spray chemicals when rainfall causing runoff is forecast within 12 hours.
- ✓ Water used for chemical mixing or in application must be controlled to prevent unpermitted non-storm water discharges.
- ✓ Preserve existing vegetation by defining the work area and replacing the damaged vegetation outside the defined work area.
- ✓ Avoid using overhead irrigation for as long as the chemical manufacturer recommends after applying pesticides.

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## Non-Chemical Vegetation Control; Grasses, Trees, and Shrubs

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Activities required to have Best Management Practices under this category include:

### Manual Vegetation Control

- Use of handheld equipment to control grass and weeds

### Landscaped Mechanical Vegetation Control/Mowing

- Removal of grasses and weeds using machinery and mobile equipment

### Landscaped Tree and Shrub Pruning, Brush Chipping, Tree and Shrub Removal

- Removing tree and shrub limbs
- ✓ Protect drain inlets and watercourses from potential spills and vegetative debris.
- ✓ Do not fuel equipment near drain inlets or watercourses.
- ✓ Keep vegetation and clippings out of the storm water drainage system and watercourses. Solid waste should be disposed of properly.
- ✓ Prevent runoff. Sediment from equipment rinsing shall not be discharged to the storm water drainage system or watercourses. Rinse sediment in designated rinsing areas to prevent discharge to the storm water drainage system.
- ✓ Preserve existing vegetation by defining the work area and replacing the damaged vegetation outside the defined work area.

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## Landscaping: Irrigation Line Repairs

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Activities required to have Best Management Practices under this category include:

Maintenance (water line flushing) and repair activities on broken water lines, sprinklers and valves.

- ✓ Tarp imported fill material transported in open-bed trucks to the work area. Do not overfill trucks.
- ✓ Shut off the water source to isolate a broken line, sprinkler or valve as soon as possible to minimize the loss of water.
- ✓ Protect downstream storm water drainage system and watercourse from water pumped or bailed from trenches excavated to repair water lines.
- ✓ Protect drain inlets and watercourses from potential spills and debris.
- ✓ Do not fuel equipment near drain inlets or watercourses.
- ✓ When possible, water used to flush the line should be applied to the landscape.
- ✓ Manage irrigation systems to ensure the appropriate amount of water is used and runoff is minimized.
- ✓ Preserve existing vegetation by defining the work area and replacing the damaged vegetation outside the defined work area.
- ✓ Stabilize the erodible ground surface that require protection as soon as possible after completing repairs. Compact soil or apply wood mulch if revegetation is not desired.
- ✓ Sweep or vacuum site and inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris and sediment from the site. Properly dispose of all solid waste.

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## Landscaping: Irrigation (Watering), Potable and Non-potable

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Activities required to have Best Management Practices under this category include:

Irrigation using potable and non-potable water and watering activities using potable and non-potable water.

- ✓ Frequently inspect and repair broken water lines.
- ✓ Protect drain inlets and watercourses from potential spills and debris.
- ✓ Do not fuel equipment near drain inlets or watercourses.
- ✓ When possible, water used to flush the line should be applied to the landscape.
- ✓ Avoid overwatering. Manage irrigation systems to ensure the appropriate amount of water is used and runoff is minimized.
- ✓ Minimize disturbance of existing vegetation.

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## Environmental: Storm Drain Stenciling

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Activities required to have Best Management Practices under this category include:

When applying stencils to facility storm drain inlets:

- ✓ Protect drains, watercourses and manholes from potential spills and stenciling products.
- ✓ Non-storm water discharges to drainage paths, drainage systems and watercourses are prohibited.
- ✓ Verify that spill control cleanup materials are located in the unloading and use areas.
- ✓ Avoid sweeping sediment into drain inlets.
- ✓ The use of safer alternative products may still be harmful if discharged to drainage paths, storm water drainage system or watercourses. Use safer alternative products in accordance with manufacturer recommendations.
- ✓ Mixing of paint and loading of equipment should be away from drain inlets.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Environmental: Roadside Slope Inspection

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Activities required to have Best Management Practices under this category include:

Inspecting roadside vegetated slopes for erosion control measures.

- ✓ Inspect slopes for erosion on a five-year cycle. Slopes with recurring problems should be inspected on an as-needed basis.
- ✓ Maintenance staff will conduct initial inspections of roadside vegetated slope erosion and prepare an evaluation report on an inspection form for each slope inspected.
- ✓ Minor erosion repairs and stabilization may be completed by maintenance staff.
- ✓ When complex roadside vegetated slope erosion problems are identified, a review team will consider solutions and may recommend the needed corrective action as a future project in the Capital Improvement Plan.
- ✓ Record the inspection findings and repairs.

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## Environmental: Roadside Stabilization

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Activities required to have Best Management Practices under this category include:

Roadside stabilization, erosion control and/or soil stabilization practices on roadside slopes

- ✓ Tarp imported fill material and other roadside stabilization materials with drift potential when transporting them to the work area in open bed trucks. Do not overfill trucks.
- ✓ Protect drain inlets and watercourses from potential spills including roadside stabilization materials.
- ✓ Stabilize the entrance/exits to the work area, if necessary, to avoid tracking mud or sediments on to public roadways.
- ✓ Do not stockpile sediment or material in or near storm water drainage system or watercourses. Protect stockpiles with a cover or sediment barrier during rainstorms.
- ✓ Check dams are used in the work area receiving concentrated flow.
- ✓ Sediment buildup should be removed before reaching 1/3 the height of check dam. Remove the check dams when the maintenance activity is completed.
- ✓ Install sediment barriers around the toe of the slope, downslope and around the slope and stockpiles to allow sediment to settle before any runoff leaves the work area. Sediment can be controlled with silt fences, sandbags or gravel bags, straw bales and fiber rolls.
- ✓ Hydromulch, hydroseed/handseed or straw mulch the erodible ground surface requiring protection as soon as possible after completing stabilization work.
- ✓ Silt fences should be constructed with a setback of at least 1 meter beyond the toe of a slope, if possible. Remove sediment prior to accumulation reaching one-third of the fence height. Incorporate removed sediment into the maintenance activity site if possible. Remove the silt fence when it is no longer needed.
- ✓ Fiber rolls are not used for high water flows. Fiber rolls that are used to reduce slope length should be placed in a shallow trench on a level contour and staked securely. Fiber rolls may be left at the site to biodegrade.
- ✓ Inspect and repair silt fence, sandbags, gravel bags, straw bale barriers or fiber rolls to ensure the sediment barrier(s) is functioning properly.
- ✓ Preserve existing vegetation by defining the work area and replacing the damaged vegetation outside the defined work area.
- ✓ Control dust and erosion in windy or wind-prone areas using covers, water or soil stabilizers.
- ✓ Use appropriate amount of water so that runoff and erosion is minimized.

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#### Environmental: Roadside Stabilization (Continued)

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- ✓ Compact soil if revegetation is not desired. Consider applying wood mulch.
- ✓ Sweep or vacuum excess over spray of binders, fertilizers fiber and seed on hardscape. Incorporate the materials into the maintenance activity area.
- ✓ Sweep and vacuum site and inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris, and sediment from the site. Recycle or dispose of material properly.

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## Environmental: Storm Water Treatment Devices

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Activities required to have Best Management Practices under this category include:

Installing storm water treatment devices.

- ✓ Limit the entrance/exit points to the activity site and stabilized against erosion.
- ✓ Avoid stockpiling contaminated soil or sediment and dispose of properly.
- ✓ If clean sediment cannot be recycled, transport the material back to the Corporation Yard or an approved storage site.
- ✓ Remove gravel and sediment from tires before leaving the site.

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## Environmental: Traction Sand Trap Devices

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Activities required to have Best Management Practices under this category include:

Installing storm water treatment devices such as vegetated treatment systems, infiltration basins, detention devices, and traction sand traps.

- ✓ Inspect annually and after significant storms. Remove accumulated sediment if sediment exceeds design capacity.
- ✓ Inspect 72 hours after one significant storm per year and facility, if possible. If standing water cannot be removed, then notify vector control authority (mosquito abatement). Consider removing sediment to restore infiltration capacity. If infiltration rate is unacceptable or unable to implement alternative solution, then decommission sand trap device.
- ✓ Inspect semi-annually for general maintenance including inlet/outlet structural integrity, damaged structures, graffiti or vandalism, etc.
- ✓ Protect drain inlets and watercourses from potential spills and debris.
- ✓ Avoid stockpiling contaminated soil or sediment and dispose of properly.
- ✓ If clean sediment cannot be recycled, transport the material back to the Corporation Yard or approved storage site.

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## Public Facilities

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Activities required to have Best Management Practices under this category include:

Maintenance of public facilities and appurtenances such as roadway surfacing, signs, pavement markings, buildings, landscaping and electrical installations.

- ✓ Secure or cover transported materials, equipment and supplies to and from public facilities to prevent spillage to the roadway.
- ✓ Keep the storage areas clean, well-organized, and stocked with spill cleanup supplies.
- ✓ Inspect and replace unreadable anti-litter signs and storm drain stenciling at public facilities.
- ✓ Protect drain inlets and watercourses from potential spills.
- ✓ Do not fuel equipment near drain inlets or watercourses.
- ✓ Preserve existing vegetation by defining the work area and replace the damaged vegetation outside the defined work area.
- ✓ Avoid overwatering. Ensure irrigation controllers are programmed to minimize runoff.
- ✓ When using chemicals for cleaning, consider safer alternative products where practical and effective.
- ✓ Used spill cleanup materials, contaminated materials and recovered spill material that are not reusable shall be disposed of properly. Do not pick up any unknown items or materials that may be potentially hazardous.
- ✓ Liquid waste and concrete washout should be collected in a container with a secure lid and transported back to the Corporation Yard for proper disposal. Concrete contractors are required to comply with City Standard Specifications.
- ✓ Solid waste should be stored away from storm water drainage system and watercourses.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport back to the Corporation Yard to be reused, recycled or disposed of properly.

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## Bridges: Welding and Grinding

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Activities required to have Best Management Practices under this category include:

Welding and grinding performed on bridges, roads, and individual service facilities to repair damaged or deteriorating components.

- ✓ Secure all equipment and tools. Prevent foreign objects from being dropped into the watercourse or bay.
- ✓ Use appropriate containment when welding over the side of a bridge to capture slag and metal grindings.
- ✓ For welding work over a storm drain inlet, protect the drain inlet to prevent grindings and debris from entering the storm water drainage system or watercourses.
- ✓ For welding work on the deck services or expansion plates, use maintenance traveler or wing staging to capture grindings and debris.
- ✓ Remove all slag and debris from the deck or other work sites when the job is completed.
- ✓ Use an appropriate container to collect slag, excess materials and solid waste and transport to the Corporation Yard for reuse, recycling or proper disposal.

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## Bridges: Sandblasting, Wet Blast with Sand Injection and Hydroblasting

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Activities required to have Best Management Practices under this category include:

Removing graffiti and cleaning concrete walls and structural steel. Operation of support vehicles and equipment and blasting operation.

- ✓ Secure all equipment and tools. Prevent foreign objects from being dropped into the watercourses or bay.
- ✓ Protect drain inlets and watercourses from potential spills and debris.
- ✓ If chemicals are used for cleaning, consider safer alternative products where practical and effective.
- ✓ Evaluate the possibility of using a hydroblaster to complete work.
- ✓ While performing hydroblasting using a permanent traveler, use control measures to prevent solid and liquid spills or materials from entering the watercourses.
- ✓ Use minimum amount of sand necessary when sandblasting.
- ✓ Avoid excess use of water to minimize runoff.
- ✓ Use approved removal and disposal procedures when sand blasting to remove lead-based paint.
- ✓ Liquid waste should be collected in a container with a secure lid and transported to the Corporation Yard for proper disposal.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Bridges: Painting

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Activities required to have Best Management Practices under this category include:

Painting operations applied to painting of bridge surfaces, facilities, and structures.

- ✓ This activity shall not be performed during rain events or prior to predicted rain events, unless required by emergency conditions.
- ✓ Make sure paint containers are secure during transport to prevent spillage to the roadway.
- ✓ Mix paint indoor away from drain inlets or in a containment area. Load the paint spray equipment at the Corporation Yard.
- ✓ Protect drain inlets and watercourses from potential spills including painting products.
- ✓ Monitor weather and wind when using spray equipment.
- ✓ Use tarps or canvas under work area to capture excess paint or paint chips. Tarps and other control measures should be used to prevent spills or material drift to watercourse (e.g., during bridge maintenance). Transfer material captured into a waste container for proper disposal at the Corporation Yard.
- ✓ Do not remove original product label from paint or other hazardous materials containers as it contains important spill cleanup and disposal information. Use the entire product before disposing of the container. Appropriately label all secondary containers.
- ✓ Collect all paint equipment wash water and return it to the Corporation Yard for proper disposal.

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## Bridges: Bridge Repairs

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Activities required to have Best Management Practices under this category include:

Repairing bent or damaged steel beams, cracked or spalled concrete, damaged expansion joints and bent or damaged railings.

- ✓ When working over watercourses, stage the operation to capture and collect all debris, leaks and spills.
- ✓ Vehicle and equipment washing is allowed only at designated rinsing areas, wash racks or other designated areas. All engine compartment and undercarriage rinsing/washing must be performed within a wash rack facility. Public Works will approve or provide input on the approved location for a designated rinsing area.
- ✓ Liquid waste should be collected in a container with a secure lid and transported to the Corporation Yard for proper disposal.
- ✓ Collect broken or damaged treated bridge pier fender posts. Solid waste should be collected by vacuum or sweeping and put into bags or buckets and secured for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Bridges: Draw Bridge Maintenance

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Activities required to have Best Management Practices under this category include:

Maintaining mechanical and electrical equipment, removing debris, drift and other pollutants from bridge sumps, pavement, or structure.

- ✓ Secure all equipment and tools. Prevent foreign objects from being dropped into the watercourses.
- ✓ When working over watercourses, stage the operation to capture and collect all debris, leaks or spills as possible.
- ✓ Tarps and similar control measures should be used to prevent spills or capture material drift into watercourses.
- ✓ Use drip pans under equipment with grease fittings to capture excess grease. Dispose of waste properly.
- ✓ Do not remove original product label from paint or hazardous materials containers as it contains important spill cleanup and disposal information. Use the entire product before disposing of the container. Appropriately label all secondary containers.
- ✓ Clean-up excess grease after greasing fittings by wiping down equipment, fittings and metal surfaces. Use the minimum amount of materials necessary to complete the job.
- ✓ Clean area by sweeping or vacuuming. Do not hose down.
- ✓ Liquid waste should be collected in a container with a secure lid and transported to the Corporation Yard for proper disposal.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Other Structures: Pump Station Cleaning

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Activities required to have Best Management Practices under this category include:

Maintenance of structural repairs, removal of material from sumps, and periodic servicing or repairs of electrical and mechanical equipment.

- ✓ Protect drains and watercourses from potential spills.
- ✓ Stabilize the entrance/exits to the work area with soil stabilizers as necessary.
- ✓ Inspect pump stations routinely during the rainy season and off-season. Inspect screen to ensure it is free of debris. Remove solids in the sumps routinely to prevent damage to pumps. Inspect and clean pump outfall facilities, when possible, to ensure a free flow of water beyond the pumping station.
- ✓ During maintenance and repair of pump station, remove all waste oil and put into buckets or drums with a secure lid for transport back to the maintenance facility to be reused, recycled or disposed of properly.
- ✓ Avoid use of excess water during cleaning to minimize waste and runoff.
- ✓ Contaminated water used for cleaning and decontamination shall not be allowed to enter storm water drainage system or watercourses.
- ✓ Dispose of liquid waste collected in the Vactor™ trucks in an approved method.
- ✓ Public Works will provide instruction for pre-approved decanting sites for liquid waste and the proper disposal site for contaminated soil.
- ✓ Sweep and vacuum site and inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris, and sediment from the site. Recycle or dispose of material properly.
- ✓ Do not stockpile sediment in or near storm water drainage system or watercourses. Protect stockpiles with a cover or sediment barrier during rainstorms.

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## Other Structures: Tube and Tunnel Maintenance and Repair

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Activities required to have Best Management Practices under this category include:

Maintenance of tunnels and tubes involving removing dirt and debris from the tunnel and repairing the pavement and walls.

- ✓ Contaminated water used for cleaning and decontamination shall not be allowed to enter storm water drainage system or watercourses.
- ✓ Dispose of liquid waste collected in the Vactor™ trucks in an approved method.
- ✓ Public Works will provide instruction for pre-approved decanting sites for liquid waste and the proper disposal site for contaminated soil.
- ✓ Sweep and vacuum site and inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris, and sediment from the site. Recycle or dispose of material properly.
- ✓ Do not stockpile sediment in or near storm water drainage system or watercourses. Protect stockpiles with a cover or sediment barrier during rainstorms.

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## Other Structures: Toll Booth Lane Scrubbing Operations

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Activities required to have Best Management Practices under this category include:

Lane scrubbing operations.

- ✓ Use lane scrubbers with vacuum capability to remove wastewater from pavement during lane scrubbing operations.
- ✓ If chemicals are used for cleaning, consider safer alternatives where practical and effective.
- ✓ Liquid waste collected in the scrubber should be transported to the Corporation Yard.
- ✓ Maintenance facility or decanting area for proper disposal.

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## Other Structures: Tow Truck Operations

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Activities required to have Best Management Practices under this category include:

Removal of vehicles from City right-of-way.

- ✓ Protect drain inlets and watercourses when necessary to prevent contaminants from entering drainage inlets.
- ✓ Clean up fluids or parts that are spilled onto the roadway from an accident site before leaving the scene.
- ✓ Use absorbent pads to soak up vehicle fluids, then sweep the area thoroughly to remove all loose debris and eliminate material and residue from entering drainage inlets.
- ✓ Liquid waste should be collected in a container with a secure lid and transported to the Corporation Yard for proper disposal.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Electrical: Sawcutting for Loop Installation

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Activities required to have Best Management Practices under this category include:

Installing detector loops by cutting into the road surface with a concrete saw, inserting the electrical wire into the cut and sealing the cut with loop sealant.

- ✓ Avoid cutting concrete and installing loop detectors during rain events.
- ✓ Protect drain inlets and watercourses from potential spills and debris.
- ✓ Avoid excess use of water to minimize runoff. Apply water only to the cutting site.
- ✓ Minimize the use of loop sealant by carefully estimating the amount needed. Clean-up excess loop sealant and place the collected material in a bucket or drum for transport to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Do not remove original product label from paint or hazardous materials containers as it contains important spill cleanup and disposal information. Use the entire product before disposing of the container. Appropriately label all secondary containers.
- ✓ Vehicle and equipment washing is allowed only at designated rinsing areas, wash racks or other designated areas. All engine compartment and undercarriage rinsing/washing must be performed within a wash rack facility.
- ✓ Contain all sawcutting waste including water used to cool the cutting blade. Sweep or vacuum the site to collect all sawcutting waste prior to leaving the site.
- ✓ Liquid waste should be collected in a container with a secure lid for transport to the Corporation Yard for proper disposal.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Traffic Guidance: Thermoplastic Striping and Marking

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Activities required to have Best Management Practices under this category include:

Applying thermoplastic material used for lane stripes and other pavement markings.

- ✓ This activity shall not be performed during rain events or prior to predicted rain events, unless required by emergency conditions.
- ✓ Prior to leaving the maintenance facility or work site, make certain all thermoplastic striper and preheater equipment shutoff valves are working properly to prevent leaking.
- ✓ The preheater should be filled carefully to prevent splashing or spilling of hot thermoplastic. Leave adequate space at the top of the container when filling thermoplastic to allow room for material to move when deadheading the vehicle.
- ✓ Do not preheat, transfer or load thermoplastic near storm water drainage system or watercourses.
- ✓ Sweep or vacuum site to reduce the potential of material and debris entering the storm water drainage system or watercourses and reduce the potential of tracking material and debris from the site.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Traffic Guidance: Paint Striping and Marking

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Activities required to have Best Management Practices under this category include:

Pavement striping and marking used to supplement traffic signs and guide and control vehicular and pedestrian traffic.

- ✓ This activity shall not be performed during rain events or prior to predicted rain events, unless required by emergency conditions.
- ✓ Pre-sweeping should be accompanied by watering to reduce the amount of dust generated, if necessary. Avoid excess use of water to minimize runoff.
- ✓ Be sure no pressure remains in paint striper system when setting up, cleaning, pulling filters or servicing spray guns. Release pressure on bead tank before removing lid.
- ✓ Check to make sure that the paint spray gun remains closed when not in use to prevent leaks. Check for leaking or ruptured paint containers.
- ✓ Paint should be loaded and mixed away from storm water drainage system or watercourses. Monitor weather and wind direction to ensure that paint is not entering the storm water drainage system or watercourses during spraying.
- ✓ Do not remove original product label from paint or other hazardous materials containers as it contains important spill cleanup and disposal information. Use the entire product before disposing of the container. Appropriately label all secondary containers.
- ✓ Liquid waste should be collected in a container with a secure lid and transported to the Corporation Yard for proper disposal.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Do not stockpile sediment in or near storm water drainage system or watercourses.

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## Traffic Guidance: Raised/Recessed Pavement Marker Application and Removal

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Activities required to have Best Management Practices under this category include:

Removing damaged or old markers for replacement using hand tools or special attachments on a motor grader.

- ✓ This activity shall not be performed during rain events or prior to predicted rain events, unless required by emergency conditions.
- ✓ Prior to leaving the Corporation Yard or work site ensure all shutoff valves on equipment are working properly to prevent spills.
- ✓ Melting tanks should be loaded with adequate space at the top to leave room for splashing when deadheading the vehicle.
- ✓ When servicing or filling melting tanks, ensure all pressure is released before removing lids to avoid spills.
- ✓ Do not preheat transfer or load bituminous material near storm water drainage system or watercourses.
- ✓ Collect as much excess bituminous material and epoxy as possible from the roadway after removal of markers.
- ✓ Liquid waste should be collected in a container with a secure lid and transported to the Corporation Yard for proper disposal.
- ✓ Solid waste should be collected by vacuum or sweeping and put into bags or buckets and secured for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Traffic Guidance: Sign Repair and Maintenance

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Activities required to have Best Management Practices under this category include:

Digging a hole for a small one-post roadside sign to mounting large multi-panel signs on overhead sign structures.

- ✓ Be careful when digging in landscaped areas to avoid damaging buried water lines (call USA at 1-800-227-2600, or 1-800-422-4133), so as to prevent work area debris from being transported by flow from damaged water lines to storm water drainage system or watercourses. Protect storm water drainage system and watercourses in case a leak or spill does occur.
- ✓ Compaction should be performed as soon as possible after grading or soil disturbance.
- ✓ If concrete is used, do not allow concrete waste or slurry to enter storm water drainage system or watercourses. Liquid waste and concrete washout should be collected in a container with a secure lid and transported to the Corporation Yard to be reused, recycled or disposed of properly.
- ✓ Do not remove original product label from paint or hazardous materials containers as it contains important spill cleanup and disposal information. Use the entire product before disposing of the container. Appropriately label all secondary containers.
- ✓ Vehicle and equipment washing is allowed only at designated rinsing areas, wash racks or other designated areas. All engine compartment and undercarriage rinsing/washing must be performed within a wash rack facility.
- ✓ Sweep or vacuum prior to leaving the site to reduce the potential of tracking litter, debris and sediment onto public roadways.
- ✓ Debris from damaged signposts should be collected and secured in an appropriate container for transport back to the Corporation Yard to be reused, recycled or disposed of properly.

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## Traffic Guidance: Median Barrier and Guard Rail Repair

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Activities required to have Best Management Practices under this category include:

Repairs to median barriers and guardrails following an accident or as a part of routine maintenance activities.

- ✓ Be careful when digging in landscaped areas to avoid damaging buried water lines (call USA at 1-800-227-2600, or 1-800-422-4133), so as to prevent work area debris from being transported by flow from damaged water lines to storm water drainage system or watercourses. Protect drainage inlets, storm water drainage system and watercourses in case a leak or spill does occur.
- ✓ Stabilize the entrance/exits to the work area, if necessary, to avoid tracking mud or sediments on to public roadways.
- ✓ Compaction should be performed as soon as possible after grading or soil disturbance.
- ✓ If concrete is used, do not allow concrete waste or slurry to enter storm water drainage system or watercourses.
- ✓ Do not remove original product label from paint or hazardous materials containers as it contains important spill cleanup and disposal information. Use the entire product before disposing of the container. Appropriately label all secondary containers.
- ✓ Vehicle and equipment washing is only allowed at designated rinsing areas, wash racks or other designated areas. All engine compartment and undercarriage rinsing/washing must be performed within a wash rack facility.
- ✓ Sweep or vacuum the site. If working off-road, inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris and sediment onto public roadways.
- ✓ Collect all debris from damaged guardrail or median barrier. Solid waste should be secured in an appropriate container for transport to the Maintenance facility to be reused, recycled or disposed of properly.

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## Storm Maintenance: Minor Slides and Slipouts Cleanup/Repair

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Activities required to have Best Management Practices under this category include:

Repair of minor slides and slip-outs including cleaning up and backfilling minor slides and minor damage to the roadside.

- ✓ Prior to working in a water body or wetland, alternatives should first be considered. If still deemed necessary, the appropriate permits must be obtained.
- ✓ Locate and protect storm water drainage systems and watercourses downstream of the area where minor slides and slip-outs are being repaired or cleared.
- ✓ Stabilize the entrance/exits to the work area with soil stabilizers as necessary.
- ✓ When clearing the roadside of downed or damaged vegetation, avoid placing the vegetation near drain inlets, watercourses or drainage ditches.
- ✓ Tires should be cleaned before entering the water, equipment should be cleaned of petroleum residue, and water levels should be kept below the gearboxes of equipment. All lubricants and fuels should be properly sealed.
- ✓ Remove sediment build up behind check dams prior to accumulation reaching one-third of the check dam height. Remove check dam when no longer needed.
- ✓ Preserve existing vegetation by defining the work area and replace the damaged vegetation outside the defined work area.
- ✓ When using dewatering measures, ensure that discharge does not cause erosion.
- ✓ Disturbed soil areas should be stabilized to avoid erosion.
- ✓ Control dust and erosion in windy or wind-prone areas using covers, water or soil stabilizers.
- ✓ Do not stockpile sediment or concrete rubble in or near storm water drainage system or watercourses. Protect stockpiles with a cover or sediment barriers during rainstorms.
- ✓ Inspect and remove rock and sediment from tires prior to leaving the site to reduce the potential of tracking litter, debris and sediment from the site.
- ✓ Solid waste should be collected by vacuum or sweeping and secured in an appropriate container for transport to the Corporation Yard to be reused, recycled or disposed of properly.

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## Management and Support: Building and Grounds Maintenance

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Activities required to have Best Management Practices under this category include:

Care of landscaped areas around each facility, cleaning of parking areas and pavements other than areas of industrial activity and maintenance of the storm water drainage system.

### Building Maintenance

- ✓ Inspect storm drains regularly for litter and debris. Clean storm water drainage systems in the fall before the first rains, and as often as necessary to keep litter and debris out of the storm water.
- ✓ Minimize water use in washing activities.
- ✓ Properly dispose of wash water generated by building maintenance activities. Dispose of wash water to the sanitary sewer system.
- ✓ Dispose of sweepings and cleaning wastes as solid waste.
- ✓ Sanitary and septic waste shall be discharged to a sanitary sewer or managed by a licensed hauler.

### Grounds Maintenance

- ✓ The Corporation Yard should be routinely swept to keep litter and sediment out of drainage systems.
- ✓ Apply fertilizers and pesticides in accordance with the label instructions.
- ✓ Avoid excessive irrigation of landscaped areas to minimize potential runoff.
- ✓ Control erosion and sediment runoff.
- ✓ Preserve existing vegetation by defining the work area and replace the damaged vegetation outside the defined work area.
- ✓ Do not locate stockpiles near drain inlets or watercourses.
- ✓ All wastes should be put into containers and stored appropriately until it can be recycled or disposed of properly.

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## Management and Support: Storage of Hazardous Materials (Working Stock)

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Activities required to have Best Management Practices under this category include:

Storing products which may be harmful to the environment if they come in contact with surface waters.

- ✓ Store hazardous materials in a designated area containing chemically compatible materials. Do not store incompatible products in the same storage area without some type of physical barrier separating the containers. For example, do not store strong oxidizers with organics, or flammable/combustible materials. Where feasible, store hazardous materials under cover and away from areas that might drain into the storm water drainage system or watercourses. Ensure container covers or caps are secure.
- ✓ Do not remove original product label from paint or hazardous materials containers as it contains important spill cleanup and disposal information. Use the entire product before properly disposing of the container. Appropriately label all secondary containers.
- ✓ Install safeguards to prevent accidental releases such as overflow protection devices, automatic shutdown transfer pumps, protection guards around tanks and piping to prevent vehicle or forklift damage. Limit access to unauthorized persons.
- ✓ Review Material Safety Data Sheets with personnel on proper labeling requirements, spill cleanup procedures and disposal of hazardous materials.
- ✓ Regularly inspect and maintain hazardous materials storage areas to minimize exposure to storm water. Use the Daily/Weekly/Monthly inspection form. Store hazardous materials on impervious surfaces if possible.
- ✓ Maintain spill cleanup materials near the storage area. Cleanup spills or leaks immediately if it is safe to do so.
- ✓ Store used lead acid batteries in spill or secondary containment. All cracked batteries shall be stored in spill containment.

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## Management and Support: Storage of Hazardous Materials (Working Stock) (Continued)

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### Paint Storage Area

- ✓ Inspect all paint pallets to ensure that all product containers are secured before transfer or transportation.
- ✓ Load and off-load paint on level ground when using a forklift to minimize possible spills and ruptures of paint containers.
- ✓ Where feasible, store paint materials in an area with a canopy or roof designed to direct runoff away from the area.

### Wood Post Storage Area

- ✓ Cover treated wood posts during the rainy season.

### Regular Maintenance of Outdoor Container Storage Area

- ✓ Inspect storage areas as required. Ensure all containers are properly labeled, with lids securely fastened, and in good condition.
- ✓ If a container is corroded or leaking, contact the District Hazardous Material Coordinator or Manager to have the waste or material transferred to a new container by trained and qualified personnel. Label the new container appropriately and properly dispose of the old container.

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## Management and Support: Chemical Storage

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Activities required to have Best Management Practices under this category include:

Storing products which may be harmful to the environment if they come in contact with surface waters.

- ✓ Weekly inspections are required for hazardous waste storage areas.
- ✓ Hazardous waste shall be stored in appropriate containers, with lids securely fastened, constructed of compatible materials and properly labeled in accordance with federal, state and local regulations.
- ✓ Maintain an ample supply of appropriate spill cleanup materials near hazardous materials storage areas.
- ✓ In the event of a spill, dry cleanup methods should be used.
- ✓ Contaminated cleanup materials, contaminated materials and recovered spill material shall be disposed of properly.

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## Management and Support: Outdoor Storage of Raw Materials

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Activities required to have Best Management Practices under this category include:

Storing products which may be harmful to the environment if they come in contact with surface waters.

- ✓ Inspect storage areas regularly. Use the Daily/Weekly/Monthly inspection form.
- ✓ Protect storm drain inlets and watercourses from potential spills of raw materials.
- ✓ Maintain spill cleanup materials and tools. Cleanup spills immediately, if it is safe to do so, and dispose of any generated waste properly.
- ✓ Keep surfaces swept clean where material is blown or washed from the storage area, keeping materials covered and keeping storage containers in good condition.
- ✓ Store materials away from storm water drainage systems or watercourses.
- ✓ Where feasible, cover the storage area with a canopy or roof that is designed to direct the runoff away from the storage area, or cover (tarp) dry materials to prevent water intrusion during the winter season.
- ✓ During rain events, stockpiles of cold-mix asphalt shall be covered.
- ✓ Other stockpiles shall be covered or protected with soil stabilization measures or a perimeter sediment barrier.

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## Management and Support: Vehicle and Equipment Fueling

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Activities required to have Best Management Practices under this category include:

### Fueling vehicles and equipment.

- ✓ Fuel tanks and fuel dispensers shall have current permits with the appropriate agencies.
- ✓ Personnel at maintenance facility shall be trained to ensure that materials are properly handled and stored.
- ✓ Inspect all aboveground fueling tanks and fueling dispensers daily. Report any nozzle, hose leaks or malfunctions to the Supervisor immediately. Repair as necessary.
- ✓ When in use, inspect portable fueling tanks regularly for cracks and leaks. Repair as necessary.
- ✓ Proper fueling and spill cleanup instructions shall be posted at fueling areas.
- ✓ Clean up spills immediately, if it is safe to do so, using dry cleanup techniques and materials.
- ✓ Hosing down of leaks, drips and spills is prohibited.
- ✓ Automatic shut-off valves shall be installed at each pump where required. Manual shut-off valves shall be near fuel pumps and clearly posted where required.
- ✓ Spill cleanup materials and spill control equipment shall be maintained near fueling areas to clean up spills. Spills should be cleaned immediately, and waste disposed of properly.

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## Management and Support: Vehicle and Equipment Washing

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Activities required to have Best Management Practices under this category include:

Cleaning vehicle and equipment at the Corporation Yard.

- ✓ Vehicle and equipment washing areas should be inspected daily and cleaned as needed.
- ✓ Use designated areas for rinsing of vehicles and equipment to capture solid materials and minimize waste.
- ✓ Vehicle washing activities should be located at a structure or building equipped with a municipal sewer connection or closed loop system.
- ✓ If a washing area must be located outdoors, the area should have the following characteristics:
  - The area should be surrounded by berms or graded to minimize contact with storm water running onto the area.
  - The area should be paved with concrete.
  - The pressure washing area should drain to a dead-end sump or directly into the sanitary sewer system.
- ✓ Wash water containing cleaning solutions such as detergents and degreasers, or hydrocarbons, shall be prevented from entering the storm water drainage system or watercourses.
- ✓ Approved safer alternative products should be used where practical and effective.
- ✓ Water usage should be minimized.

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## Management and Support: Vehicle and Equipment Maintenance and Repair

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Activities required to have Best Management Practices under this category include:

Maintenance and repair of vehicles and equipment including vehicle fluid removal, engine and parts cleaning, body repair and painting.

- ✓ Maintenance activity areas should be kept clean, well-organized and equipped with cleanup supplies.
- ✓ Use absorbent pads, drip pans or absorbent material as appropriate. If rags and absorbents are saturated or contaminated with high concentrations of regulated hazardous materials, dispose of rags and absorbents as hazardous waste.

### Drain Control

- ✓ Keep internal floor drains plugged unless they drain to the sanitary sewer. Use dry cleanup methods, such as sweeping, when possible.
- ✓ Keep spill control equipment and covers available to protect external drain inlets.

### Vehicle Fluid Removal

- ✓ Transfer removed vehicle fluids to recycling storage tank or drums by the end of the shift (daily).
- ✓ Transfer fluids from drip pans or other temporary containers into recycling storage tanks or drums by the end of the shift (daily).
- ✓ Ensure safeguards, such as oil shut-off valves, are installed and maintained on recovery equipment.

### Engine and Parts Cleaning

- ✓ Use self-contained sinks or tanks when working with solvents.
- ✓ Periodically check degreasing solvent tanks for leaks. Make necessary repairs as soon as possible. Report leaks or malfunctions to the Supervisor immediately.
- ✓ Allow parts to drain over the solvent sink or tank. Do not allow the solvents to drip or spill onto the floor. Allow parts to dry over the hot tank, if available. If rinsing is required, rinse over the hot tank.
- ✓ When finished using parts washer, be sure to shut it off, close the unit and cleanup area.

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## Management and Support: Aboveground and Underground Tank Leak and Spill Control

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Activities required to have Best Management Practices under this category include:

Maintenance facilities using aboveground storage tanks for storage of bulk quantities of liquids.

- ✓ Tanks, hoses and pumps shall be maintained and inspected daily.
- ✓ Maintain good housekeeping practices and cleanup leaks or drips immediately, if it is safe to do so.
- ✓ If a spill occurs, protect drain inlets from the releases if safe to do so.
- ✓ Maintain an ample amount of spill cleanup materials near the tanks.
- ✓ Clean spills immediately, if it is safe to do so, and dispose of waste properly. Use dry cleanup techniques when possible.