



03.3a ILLICIT DISCHARGE DETECTION AND STORM WATER BMP GUIDELINES

When a School Custodian encounters an illicit discharge, the School Custodian should be prepared to observe and report the following information:

- a. Location of incident.
- b. Observe and size-up incident from safe distance.
- c. Try to recognize suspicious activities in area.
- d. Possibly note names and contact information for people involved in incident.
- e. Type of material. If the material cannot be safely identified, keep a safe distance from suspected illicit discharge and avoid contact.
- f. Report spills or illegal dumping to Supervisors and appropriate regulatory agencies.
 - 1) For hazardous material call DOH, call 247-2191
 - 2) To submit work order call DOE, call 586-3456
 - 3) To notify Response Center DOE, call 831-6731

The School Custodian shall report illicit discharges in the Custodial Inspection Log.

03.6a CAMPUS GROUNDS KEEPING & BMP GUIDELINES

The School Custodian shall:

1. Maintain general grounds keeping practices to prohibit erosion and debris from entering storm drains.
2. The School Custodian shall dispose used mop water at indoor sinks that connects to sanitary sewer system to ensure proper waste disposal.
3. No cleaning product use on exterior surfaces that are exposed to storm water.
4. Ensure cleaning/pest management chemicals do not enter storm drains/drainage systems.
5. Apply fertilizers/poisons during dry periods and not in anticipation of rain.
6. Monitor/clean areas prone to illegal dumping such as dumpsters and hidden areas on campus.
7. Ensure dumpster covers are in lowered and secured during nonbusiness hours to prohibit illegal dumping.
8. Remove debris and litter from landscape, storm drain inlets, and other drainage structures on a regular basis.

03.6b WASTE HANDLING AND DISPOSAL GUIDELINES

The School Custodian shall:

1. Prevent waste materials from coming in direct contact with wind or rain.
2. Design waste handling and disposal area to prevent storm water runoff.
3. Create waste handling and disposal area to contain spills.
4. Keep waste collection areas clean.
5. Secure waste containers and dumpsters when not in use.
6. On a regular basis inspect, repair and/or replace waste containers and dumpsters.
7. Do not fill waste containers or dumpsters with washout water or any other liquid.
8. Segregate wastes by type and label and date wastes.
9. Label and store hazardous wastes according to hazardous waste regulations. Use MSDS for reference and call DOH, 247-2191.
10. Most of all, MINIMIZE WASTE!

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The following custodial staff has reviewed the above:

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