# Automotive Shop
# BEST MANAGEMENT PRACTICES



The City of Claremore prohibits the discharge of harmful pollutants into the storm- water and sanitary sewer systems. The following best management practices are recommended for all auto- motive shops within Claremore city limits and/or contributing to the sanitary sewer system. These practices will help to ensure that pollutants such as motor oil, antifreeze, fuel, etc. do not enter the City of Claremore stormwater and sanitary sewer systems.

## Operate a Clean, Dry Shop

- Sweep or vacuum the shop floor frequently
- Designate specific areas indoors for parts cleaning
- Clean up any spill promptly
- Make sure rags, damp mops, absorbents, and other cleanup supplies are readily accessibly to all work areas.
- Never sweep or flush wastes into a sanitary sewer or storm drain.

## Prevent Spills and Leaks

- Drain fluids from leaking or wrecked vehicles as soon as possible. Use drip pans and plastic tarps.
- Promptly transfer drained fluids to a designated waste storage area.
- Place bulk fluids, waste fluids, and batteries in secondary containment to capture accidental spills and leaks.
- *Contact City of Claremore immediately if any spills occur. For stormwater spills call (918) 341-0457 x285. For spills entering the sanitary sewer system, call (918) 341-2066.*

## Practice Waste Reduction and Recycling

- Recycle automotive fluids, solvents, cleaners, absorbents, and was waters when the useful life is finished.
- Mix only the amount of paint needed for the job.
- Use self-contained sinks and tanks when cleaning with solvents.
- Reuse water when flushing and testing radiators.
- Automotive fluids are NOT acceptable for disposal to the sanitary sewer, storm drain, or garbage. Manifests must be kept available for 3 years for the offsite disposal of such substances.

## Label and Inspect Storm Drain Inlets

- Label storm drain inlets on your property to alert employees and customers that no dumping of wastewaters or tainted washwater is allowed.
- Prevent accumulated pollutants from washing down storm drains on your property by inspecting drains on premises frequently.
- Sweep or vacuum work areas and parking lots regularly.
- Remove debris and dispose of it in the trash.
- Spot clean areas to avoid runoff. Avoid using blowers which only displace residues.

## Protect Outdoor Work Storage Areas

- If work or materials storage must be done outdoors, prevent potential pollution of rain and runoff by covering and/or berming work areas.

## Properly Manage Vehicle Washwaters

- Soapy or oily vehicle washwaters must not be discharged to the City of Claremore stormwater system. These wastes may be collected for offsite disposal or filtered through an oi/water separator before discharge to the sanitary sewer system.
- Minimize use of cleaners, degreasers, and soaps.

## Properly Manage Raw and Waste Materials

- Follow all hazardous materials and hazardous waste storage and disposal requirements.
- Hazardous waste shall not be discharged to the stormwater or sanitary sewer systems.
- Oil or solvent-saturated absorbent must be managed as a hazardous waste.
- Make sure solid waste containers are in good condition and secured against wind, leakage, or vandalism.
- *Contact City of Claremore immediately if any spills occur. For stormwater spills call (918) 341-0457 x285. For spills entering the sanitary sewer system, call (918) 341-2066.*

## Properly Manage Shop Wastewaters

- Waste waters must be discharged through an oil/water separator before entering the sanitary sewer system. Examples include: wastewaters from controlling overspray or dust in the paint booth, degreaser wash off, wet sanding, radiator flushing, floor washdown, mop water, and other production uses.
- Maintenance records and pumping manifests for separator shall be made available for inspection for 3 years.

## Notify and Train Employees to Practice Pollution Prevention

- Post this sign in an area seen by all employees and train employees on the use of these practices.
- Train employees on the separation, storage, and recycling of wastes.

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