



## REGIONAL WATER QUALITY CONTROL PLANT

OPERATED BY THE CITY OF PALO ALTO FOR THE EAST  
PALO ALTO SANITARY DISTRICT, LOS ALTOS, LOS ALTOS  
HILLS, STANFORD, MOUNTAIN VIEW, AND PALO ALTO

# BEST MANAGEMENT PRACTICES VEHICLE SERVICE FACILITIES SANITARY SEWER DISCHARGE

To reduce the amount of chemicals and metals introduced into the Palo Alto Regional Water Quality Control Plant and ultimately the Bay, your facility is required to follow the Best Management Practices (BMPs) outlined in this factsheet in addition to any requirements in an issued Industrial Waste Discharge Permit. Failure to implement BMPs is subject to enforcement and may result in fines.

### Identify Sanitary Sewer Drains at Your Facility

- ☐ Identify all drains at your facility and their discharge points (e.g., sanitary sewer, drain connected to a sand/oil Interceptor or separator, drain connected to a blind sump).
- ☐ Place appropriate signs above shop sinks (for example, "Do Not Dump Chemicals or Hazardous Materials Down the Drain").

### Prevent and Manage Spills

- ☐ Train employees, upon hiring and annually, on proper spill clean-up and document this training.
- ☐ Use funnels or pumps to transfer liquids and prevent spills.
- ☐ Fluid removal from autos must be indoors unless there is adequate secondary containment.
- ☐ Immediately clean up metal shavings and store in a sealed container for proper disposal.
- ☐ Dry sweep spills with absorbent before mopping. Dispose of absorbent properly. Discharge mop water in toilet or sink.
- ☐ Use drip pans to temporarily capture spills or leaks.
- ☐ Collect and transfer spilled materials/liquids to the appropriate waste container.

### Properly Store and Manage Materials and Wastes

- ☐ Minimize the amount of hazardous materials stored on site and be sure to properly dispose of hazardous wastes. Hazardous wastes cannot be disposed into the sanitary sewer.
- ☐ Segregate and label wastes. Drain oil filters before disposal/recycling. Consider recycling engine fluids and batteries.
- ☐ Keep hazardous material and waste container lids closed when not in use.
- ☐ Provide secondary containment for waste that can spill into a sanitary sewer or storm drain, and ensure those containers are large enough to hold the spilled material.
- ☐ Do not dispose of spent parts cleaning solution, including aqueous and wastewater from closed-loop flushing systems, down the sanitary sewer or storm drain.
- ☐ Do not discharge engine degreasing solutions or wastewater to the sanitary sewer or storm drain.

### Treatment System Maintenance (if Applicable)

- ☐ Maintain sand/oil separator or other treatment system so that it is in proper working order at all times.
- ☐ Clean and pump the sand/oil separator at least once every 6 months using a licensed and permitted waste hauler.
- ☐ Maintain access to the treatment system to allow for inspection and maintenance.
- ☐ For sand/oil separators, ensure that accumulated oils and solids do not exceed 25% of the unit's capacity.
- ☐ If accessible, periodically inspect the sample box for the accumulation of solids and other pollutants.

### Wash Pad Operations, Including Wash Tunnels (if Applicable)

- ☐ Wash vehicles/equipment on an adequately sized wash pad connected to the sanitary sewer.
- ☐ Prevent stormwater from entering the wash pad and wash water from leaving the wash pad (e.g., install a roof over the wash pad area; install berms around the wash pad).
- ☐ Wash pad shall be connected to an approved oil/water separator or other approved treatment system.
- ☐ Do not perform vehicle maintenance in the wash pad area (e.g., oil changes).
- ☐ Do not perform engine washing in the wash pad area.
- ☐ Store concentrated chemicals away from wash pad drains or provide secondary containment for the chemicals.