

Housekeeping Practices (HK)



Practice Description

Housekeeping practices describes the various activities and measures, in addition to the specific practices used for erosion and sediment control that are essential during construction for the protection of environmental quality. Housekeeping is applicable at all construction sites.

Planning Considerations

In addition to the sediment- and erosion-control practices included in the manual that deal directly with sediment and erosion control, some general housekeeping practices are essential to the pollution prevention aspect of a Stormwater Pollution Prevention Plan. Housekeeping addresses these practices. Included in the practice are the following different areas:

- Inspection and Maintenance Procedures
- Materials Inventory
- Spill Prevention and Material Management Practices
- Spill Controls
- Hazardous Products
- Air Emissions (excessive odor)
- Other Good Housekeeping Practices (i.e. fugitive spray, excessive noise and aesthetics)

Design Criteria

Inspection and Maintenance Procedures

The following inspection and maintenance procedures need to be followed to maintain adequate sediment and erosion controls:

- All control measures need to be inspected at least once per week and following any accumulation of rainfall of 1/2" or more within a 24-hour period.
- All measures need to be maintained in good working order. If a repair is necessary, it should be initiated within 24 hours of report.
- Silt fence and straw bales need to be inspected weekly for proper anchorage and leakage underneath. Silt fencing should also be inspected for tears.
- Built-up sediment needs to be removed from silt barriers when it has reached 1/2 of the height of the barrier. Sediment needs to be placed in a stabilized site to prevent re-entry into the same site or another entrapment area.
- Sediment basins need to be inspected for depth of sediment on a monthly basis and built-up sediment needs to be removed when 1/2 of the basin volume is filled.
- Temporary and permanent seeding and plantings need to be inspected for bare spots, washouts and healthy growth. A person should be designated to be responsible for maintaining planted areas until growth has reached 1" in height and the area planted has 70% ground cover.

Materials Inventory

A materials list should be compiled for items that will be stored outside on the site during construction. For example:

_____ Pipe, fittings and joint compounds for underground
utility piping
_____ Gravel and stone bedding material
_____ Concrete forming materials
_____ Other (specify) _____

NOTE: Fuels, oils and other petroleum products; forming oils and compounds; fertilizers; pesticides; strippers; detergents; cleaners; or any other hazardous or toxic compounds should not be stored outside on the site unless specifically agreed upon by all responsible parties, including those persons responsible for enforcing local ordinances and policies. On-site storage should meet all local, state and federal rules regarding secondary containment. Additionally, local ordinances may require fencing and security measures for storage of these products.

Spill Prevention and Material Management Practices

Petroleum Products

All vehicles kept on the site need to be monitored for leaks and receive regular preventive maintenance to reduce the chance of leakage. A Spill Prevention Control and Countermeasures (SPCC) plan should be developed for the facility to address the safe storage, handling and clean up of petroleum products and other chemicals. Petroleum products should be stored in tightly sealed containers, that are clearly labeled. If petroleum products are stored on site, a secondary containment facility will be required if the cumulative storage capacity of all tanks, greater than 55 gallons, at the site exceeds 1,320 gallons.

Fueling & Servicing

No fueling, servicing, maintenance, or repair of equipment or machinery should be done within 50 feet of a stream, or within 100 feet of a stream classified for public water supply (PWS), with special designation, protected vegetation (tree drip-line), or a sinkhole.

Mud Tracking

A stabilized construction entrance needs to be designated on the plan. The practice construction exit pad provides design details for planning such an entrance.

Only designated entrances should be used for construction access to the site. The General Contractor should be responsible for keeping mud cleaned from adjoining streets on a daily basis if needed.

Concrete Trucks

Concrete trucks should be allowed to wash only in locations where discharge is directed to a sediment basin. It is not permissible to discharge concrete wash directly to streams or storm drains. Alkalinity and chemical additives could be harmful to fish, stream bottom macroinvertebrates and wildlife.

Disposal of Oil

No fuels, oils, lubricants, solvents, or other hazardous materials can be disposed of on the site. All hazardous material must be properly disposed of in accordance with State law.

Trash/Solid Waste

The General Contractor is responsible for disposing of all solid waste from the site in accordance with State law. Dumpsters or other collection facilities must be provided as needed. Solid waste may not be buried on the site.

Sanitary Waste

The General Contractor is responsible for providing sanitary facilities on the site. Sanitary waste may be disposed only in locations having a State permit.

Other Discharges

Water for pressure testing sanitary sewers, flushing water lines, sand blasting, concrete cleansing, etc., may be discharged only in approved areas. Discharge of hydrostatic test water may require additional permitting, particularly if chlorinated public water is used.

Spill Controls

In addition to the good housekeeping practices and material management practices listed previously, the following procedures need to be followed for spill prevention and clean-up:

- Manufacturer's recommended methods for spill cleanup needs to be clearly posted and site personnel need to be made aware of the procedures and the location of the information and cleanup supplies. Refer to material safety data sheets (Material Safety Data Sheet).
- Material and equipment necessary for spill cleanup needs to be kept in the material storage area on-site. Equipment and materials include, but are not limited to; brooms, dust pans, mops, rags, gloves, goggles, absorbent clay (kitty litter), sand, sawdust, absorbent mats, and plastic and metal trash containers specifically for this purpose.
- All spills need to be cleaned up immediately after discovery and properly containerized for proper disposal. Burial is not acceptable.
- The spill area must be kept well ventilated and personnel need to wear appropriate protective clothing to prevent injury from contact with a hazardous substance.
- Spills of toxic or hazardous material must be reported immediately to the appropriate state or local government agency, regardless of the size.
- The spill prevention plan needs to be adjusted to include measures to prevent this type of spill from being repeated, and the plan needs to show how to clean up the spill if another one does occur.

Contaminated Soils

Removal of contaminated soils and underground storage tanks should be based on information provided by the Mississippi Department of Environmental Quality following a proper site assessment.

Hazardous Products

Products must be kept in original containers unless they are not resealable. If product is transferred to a new container, it must be properly marked and labeled.

Original labels and material safety data sheets should be retained.

If surplus product must be disposed, disposal must be done in accordance with Mississippi Department of Environmental Quality regulations.

Air Emissions

Open burning must meet the criteria found in the State of Mississippi's Air Emissions Regulations found in APCS-1, Section 3.7. Other considerations are discussed below.

Burning

Burning on the site may require a permit from the Mississippi Forestry Commission. County or city ordinances may also apply. Starting disposal fires with diesel fuel or old tires is not a recommended practice. The use of burn pits with fans to generate hot disposal fires decreases the fire disposal time and minimizes smoke.

Dust Control

Apply measures that minimize dust. Stabilizing areas with mulch as soon as possible can minimize dust. Watering should be provided in unstabilized areas (See *Dust Control Practice*).

Other Good Housekeeping Practices

In addition to the foregoing, the following good housekeeping practices need to be followed during the construction of the project:

- An effort should be made to store only enough products to do the job.
- All materials stored on-site should be stored in a neat, orderly manner in their appropriate containers and, if possible, under a roof or other enclosure.
- Products should be kept in their original containers with the original manufacturer's label.
- Whenever possible, all of a product should be used up before disposing of the container.
- Manufacturer's recommendations for proper use and disposal must be followed (see Material Safety Data Sheet).
- The site superintendent should inspect daily to ensure proper usage, storage and disposal of materials.
- Fertilizers need to be applied only in the minimum amounts recommended by the manufacturer.
- All paint containers need to be tightly sealed and stored when not required for use. Excess paint shall not be dumped into the storm sewer system but should be properly disposed of according to manufacturer's instructions (see Material Safety Data Sheet) and State regulations.
- The site should be kept clean and well groomed (trash picked up regularly, weeds mowed and signs maintained).
- Offsite fugitive spray from dust control, sand blasting and pressure washing must be minimized to the extent possible.
- Locate activities that generate odors and noise as far from surrounding properties as possible (this item includes portable toilets, burn sites, fueling areas, equipment repair areas and dumpsters).

References**BMPs from Volume 1****Chapter 4**

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