

BE A PART OF THE TEAM! KEEP THE BAY & OCEAN *CLEAN!*



Stormwater Pollution Prevention Guidelines for **Food Handling Facilities**

650.363.4305 • www.flowstobay.org



*San Mateo Countywide Stormwater
Pollution Prevention Program*
(STOPPP)

A program of the City/County Association of Governments (C/CAG)

Checklist for Water Quality Protection

GENERAL INFORMATION

YES NO N/A

1. All management personnel have reviewed this booklet.
2. All employees have been advised of these BMPs.
3. Storm drains are stenciled "No Dumping! Flows to Bay"
or "No Dumping! Flows to Ocean"

GREASE TRAPS/INTERCEPTORS

1. A grease trap is located inside the facility.
2. A grease interceptor is located outside the facility.
3. Frequency of pumping/removing grease: every
____weeks, ____months, ____years
4. All records of grease pumping are kept for three years,
as required by ordinance.
5. The following fixtures are connected to a trap or interceptor:
 - a. Wall or floor-mounted sinks
 - b. Automatic dishwashers
 - c. Floor drains
 - d. Other _____

EQUIPMENT CLEANING

1. The following items are cleaned in such a manner that all
washwater goes to the sanitary sewer or is hauled offsite:
 - a. Grease filters
 - b. Floor mats
 - c. Floors (mop water and rinse water)
 - d. Grill(s)
 - e. Other _____

DUMPSTERS AND RECYCLING CONTAINERS

1. Dumpsters and recycling containers are always covered.
2. There are no signs of leaks or missing drain plugs.
3. Spilled materials around garbage containers are
picked up daily.
4. If water is used to clean the area, washwater is collected or
directed to the sanitary sewer.

SPILL RESPONSE

1. In case of a spill (e.g., grease), absorbents such as
cat litter are readily available.
2. Employees are trained:
 - a. To control and clean up spills
 - b. call for assistance in case of emergencies

Stormwater Pollution Prevention GUIDELINES FOR FOOD HANDLING FACILITIES

In San Mateo County, storm drains flow directly to local creeks, San Francisco Bay, and the Pacific Ocean with no treatment. Stormwater pollution is a serious problem for wildlife dependent on our waterways, and for people who live near polluted streams or baylands.

Food handling facilities such as restaurants, institutional cafeterias, grocery stores, bakeries, and delis, can contribute to stormwater pollution, mainly through improper cleanup practices that allow food particles, oil and grease, and cleaning products to flow to a street, gutter, or storm drain. In San Mateo County the discharge of grease or oil to the storm drain is prohibited by ordinance.

Following the “Best Management Practices” (BMPs) in this manual will ensure compliance with ordinance requirements with respect to both the sanitary sewer and the storm drains, and will contribute to a cleaner Bay and Ocean.

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WHAT TYPES OF POLLUTION DO FOOD HANDLING FACILITIES GENERATE?

All substances left in a street, gutter, parking lot, or alley—or dumped into a storm drain—end up in local creeks, San Francisco Bay, or the Pacific Ocean with no treatment.

- In addition to drawing flies and vermin, and causing odor and public health problems, **decaying organic material use up dissolved oxygen in streams**, the Bay, and the ocean, stressing or killing aquatic animals.
- **Oil and grease cause additional health problems**, and also plug sanitary sewer lines, causing sewer backups and severe risk to human health.
- Food handling facilities sometimes also discharge **toxic chemicals**, including cleaning products, disinfectants, and pesticides. Even biodegradable soaps contain ingredients that are initially toxic to aquatic life.

Sewer or Storm Drain?

If you are not certain whether a drain leads to the storm drain or sanitary sewer, call your local sewer district so that they can help you resolve the question. In general, drains inside the building are connected to the sanitary sewer, and outside drains (except for capped sanitary sewer “cleanouts”) are connected to the storm drain system. Sanitary sewer cleanouts are usually 6 inches in diameter or smaller, and storm drain inlets are larger — but there are exceptions. You need to know for sure!

Numbers to Call in Case of Emergency

Contact your local Agency (pollution prevention program) at one of the following numbers:

City	Agency	Police
Town of Atherton:	(650) 752-0532	(650) 688-6500
City of Belmont:	(650) 595-7469	(650) 595-7400
City of Brisbane:	(415) 508-2134	(415) 508-2170
City of Burlingame:	(650) 342-3727	(650) 692-0310
Town of Colma:	(650) 757-8888	(650) 997-8320
City of Daly City:	(650) 991-8208	(650) 991-8092
City of East Palo Alto:	(650) 853-3165	(650) 853-3160
City of Foster City:	(650) 286-3279	(650) 573-3333
City of Half Moon Bay:	(650) 726-8265	(650) 726-8288
Town of Hillsborough:	(650) 375-7488	(650) 375-7470
City of Menlo Park:	(650) 330-6740	(650) 330-6300
City of Millbrae:	(650) 259-2392	(650) 259-2300
City of Pacifica:	(650) 738-3768	(650) 738-7310
Town of Portola Valley:	(650) 851-1700 x14	(650) 364-1811(Co. Sheriff)
City of Redwood City:	(650) 780-7464	(650) 780-7100
City of San Bruno:	(650) 616-7168	(650) 616-7100
City of San Carlos:	(650) 802-4361	(650) 802-4223
City of San Mateo:	(650) 522-7343	(650) 522-7600
City of South San Francisco:	(650) 877-8634	(650) 877-8930
Town of Woodside:	(650) 851-6790	(650) 364-1811(Co. Sheriff)
County of San Mateo (uninc.):	(650) 363-4305	(650) 364-1811(Co. Sheriff)

***In case of a spill
or
EMERGENCY,
CALL
YOUR LOCAL
POLICE
DEPARTMENT
IMMEDIATELY!***

Cleaning dumpster areas, loading docks, or any paved surfaces

Control litter. Make sure the leasing company maintains and cleans dumpsters regularly; return leaking dumpsters for repair immediately. If you must wash down a dumpster, loading dock, or other outdoor surface for health reasons, ***use dry cleanup methods first, and then rinse, collect water, and discharge to the sink or indoor floor drain.***

Cleaning up spills

Control the spill, then sweep or clean up with rags and granular absorbents. Dispose absorbents to trash, then mop and collect water, put down sink or indoor floor drain.

Cleaning up hazardous materials
(e.g.) ***cleaning products***

Use procedure above, ***control the spill,*** then sweep or clean up with rags and granular absorbents, but send residue and absorbents to a hazardous waste disposal site.

Cleaning large equipment

Clean indoors or within a bermed outdoor area where cleaning water will not flow to a storm drain. Collect water and dispose to a sink or indoor floor drain.

Handling grease, oils, and meat fat

Save for recycling in sealed containers. Never pour into a sink, floor drain, or storm drain.

Maintaining cooling towers & refrigeration equipment

Make sure all discharges go to the sanitary sewer and NOT to the street, storm drain, or creek. Advise your maintenance contractor about storm drain protection.

Landscaping & garden maintenance

Control erosion. Keep yard waste out of the street and storm drain. Use chemicals sparingly, and never during wet weather.

BMP #1: Spill Cleanup and Pavement Cleaning

WHEN CLEANING DUMPSTER AREAS, LOADING DOCKS, AND OTHER PAVED SURFACES, AND WHENEVER A SPILL OCCURS

- First, stop any spill at its source.
- Next, dry sweep.
- If wet cleaning (including high temperature or high-pressure washing) is required, use this 3-step process:

1. Clean up as much as possible with rags.
2. Use granular absorbents (e.g. cat litter) to collect residue. Sweep and dispose in trash if hazardous materials are not involved.
3. Mop (or, if absolutely necessary, wash) and collect water, and dispose of water in sink or sewer drain, not the storm drain.



- If a final rinse is necessary for health reasons, collect the rinse-water and dispose to sink or indoor floor drain. If outdoors, block storm drain before applying water, collect water, and dispose to sink or indoor drain.
- Do not use bleach or disinfectants if there is a possibility that rinse water could flow to a street, gutter, or storm drain.

DUMPSTERS AND LOADING DOCK AREAS

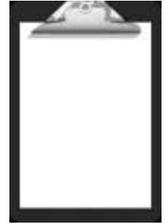
- Have spill cleanup materials handy in dumpster and loading dock areas.
- Keep litter from accumulating around loading docks by providing trash receptacles and requiring employees to use them.
- Make sure that dumpsters and containers of grease, meat fat, and used cooking oil are always tightly covered.

BMP #1: Spill Cleanup and Pavement Cleaning

SPILL CLEANUP PLAN

Each establishment should have a spill clean-up plan that includes:

- ✓ *Procedures for different types of spills*
- ✓ *Schedule for training and refreshing employees about the procedures*
- ✓ *Clean-up kits in well-marked, accessible location*
- ✓ *Designation of a key employee who monitors clean-up*
- ❑ *Post the plan in the work area.*



BMP #2: Cleaning & Maintaining Equipment

WHEN CLEANING FLOOR MATS, CARTS, TRAY RACKS, EXHAUST FILTERS, HOODS, COOKING EQUIPMENT, FOOD CONTAINERS, ETC.

- ❑ *Do not clean equipment outdoors or in any area where water may flow to a street, gutter, storm drain, or creek.*
- ❑ *In order of preference:*
 1. *Clean equipment in a designated indoor area, such as a kitchen sink or floor, with a drain connected to the sanitary sewer.*
 2. *Clean equipment in a designated covered outdoor area with a drain connected to the sanitary sewer. This area should be isolated from the storm drain with a berm or other barrier.*
 3. *Clean equipment in a small designated uncovered outdoor area, isolated from the storm drain with a berm or other barrier, where water can be collected for disposal in the sanitary sewer.*



BMP #2: Cleaning & Maintaining Equipment

- Use a static rinse tank to clean filters, screens, frying racks, etc. Dispose of used solution to the sanitary sewer.
- Use floor mats that are small enough to be cleaned inside near a floor sink or drain plumbed to the sanitary sewer.
- Drain, oven, and toilet bowl cleaners: Use up, and place empty containers in dumpster.

BMP #3: Grease Handling and Disposal

WHEN CLEANING FRYING EQUIPMENT OR STORING FAT OR GREASE FOR REMOVAL TO A GREASE RECYCLER

- Food establishments are required to be equipped with a grease trap. Grease traps or interceptors stop grease, fat, oil, wax or debris from entering the city's sewer system that can cause backups and overflows.
- Never pour oil, grease, or large quantities of oily liquids such as sauces or salad dressings down a sink, sanitary sewer drain, storm drain, or into a dumpster. Most landfills will not accept grease or other liquid wastes from business/commercial customers.
- Recycle waste oil and grease whenever possible.
- Commercial food facilities must avoid discharging grease into the sewer system. All grease traps are to be installed by a licensed plumber and are to be cleaned and serviced in accordance with your local agency. (Reference page 3)
- Inspect and clean grease interceptors and traps regularly.



BMP #4: Refrigeration/Cooling Tower Maintenance

FOR LARGE FOOD HANDLING FACILITIES SUCH AS GROCERY STORES, WITH LARGE REFRIGERATION UNITS AND COOLING TOWERS

- ❑ *Make sure all discharges from cooling equipment go to the sanitary sewer and NOT to the street, storm drain, or creek.*
- ❑ *Make sure your maintenance contractor is knowledgeable and skilled at minimizing corrosion with correct chemical treatment.*

BMP #5: Landscaping and Garden Maintenance

FOR RESTAURANTS AND OTHER BUSINESSES WITH LANDSCAPED GROUNDS

- ❑ *Do not blow, rake, or sweep yard waste into the street or gutter. Collect grass clippings, leaves, tree pruning waste for composting or trash disposal.*
- ❑ *Use minimal amounts of pesticides, fertilizers, etc.—and only in dry weather periods. Never exceed manufacturer's recommended application rates. Avoid overwatering. Landscaping runoff is a significant source of stormwater pollution.*



BMP #6: Pest Control

HELP REDUCE THE NEED FOR THE USE OF INSECTICIDES AND PESTICIDES

- ❑ *Eliminate food sources for insects thoroughly clean all equipment, under equipment, floors and floor drains; bug-proof all food storage areas.*
- ❑ *Know the method your pest control operator is using to control pest problems. Suggest they use the most effective, least toxic method of insect control.) For more information see www.flowstobay.org for "Finding a company that can prevent pest problems" fact sheet)*

BMP #6: Pest Control

HELP REDUCE THE NEED FOR THE USE OF INSECTICIDES AND PESTICIDES

- Inspect sticky traps to monitor how well the pest service is doing.*

BMP #7: Training Employees

FOOD HANDLING ESTABLISHMENTS OFTEN HAVE HIGH RATES OF EMPLOYEE TURNOVER

- Discuss pollution control practices with all employees at least quarterly. Teach employees about the liability and costs to the business in fines and for clean up when illegal practices occur.*
- Systematically inform new employees about these best management practices (BMP's).*
- Post cleanup guidelines and the name of each shift's designated spill cleanup monitor in a visible location.*
- Never dispose of cleaning waste in the stormdrain system.*
- Complete the checklist on the inside cover of this booklet, if you have any questions ask your supervisor or call the number in this booklet for your area.*
- Make copies of the checklist on the inside cover of this booklet and use them for new employee and ongoing employee training.*



This booklet was adapted from material prepared by the City of Palo Alto.