

## PROPER WASTE MANAGEMENT

# Tips For Machine Shops

The Clean Water Program's friendly and knowledgeable staff support businesses like yours in preventing water pollution. The fact that you're reading this fact sheet means you have already decided to take steps to do the right thing with managing your shop. Thank you for keeping our water safe and healthy.

### First Step: Good Housekeeping

- Regularly inspect containers and equipment for leaks.
- Use secondary containment (e.g., berms, spill containment pallets, double-walled containers, drip pans) to catch leaks.
- Protect storm drain inlets in production and metal working areas.
  - ✓ Remove/Seal floor drains going to stormwater systems.
  - ✓ Use berms to isolate working areas from storm drains.
- Inspect outdoor areas for chemical/oil spills, metal shavings, and loose litter, especially near back doors and roll-up doors. Sweep frequently to keep metal shavings from entering storm drains.

### Materials Management

- **Store all equipment, cleaning supplies and waste products (e.g., metal leftovers, metal shavings, debris) indoors.**
- Obtain Safety Data Sheets (SDS) for all chemicals and metals stored in your facility and keep them accessible at all times.
- Standardize the types of fluids, solvents, and cleaning solutions used in the shop. Using the same fluids for several applications facilitates reuse, recycling, treatment, storage, and disposal.
- Order minimal materials & chemicals, and use materials in the order that they were received ("first in, first out").
- Awareness of material usage has several benefits:
  - ✓ Stockpiled materials do not expire before use.
  - ✓ Saves money for your business.
  - ✓ Reduces waste and leftover materials when procedures change and expiration dates pass.
  - ✓ Minimizes problems when spills or emergencies occur such as fire, earthquake, etc.
- Keep all container lids, caps & openings closed when not in use.



Protecting Alameda County  
Creeks, Wetlands & the Bay  
[cleanwaterprogram.org](http://cleanwaterprogram.org)



**Keep wastes, solvents, debris, metal shavings & metalworking fluids indoors and OUT of the storm drains.**



Draining wash water from cleaning activities into the gutters or storm drains will damage sensitive habitats and kill wildlife. Water flowing into storm drains travels directly to local creeks and then to **San Francisco Bay**. It does not go to a wastewater treatment plant.

Learn more about preventing water pollution and the Clean Water Program at [www.cleanwaterprogram.org](http://www.cleanwaterprogram.org).



## Spill Cleanup

- Keep a spill kit nearby & well-labelled. Dispose of used absorbent properly.
- Avoid using chemicals outside that could leave behind residues that wash into the storm drain during rain events.
- Use “dry” cleaning methods to clean and confine spills including a shop-vac or absorbent materials (e.g., rags, sock-type absorbents, pads, kitty litter).
- If a wet spill is large, use gravel bag berms, wattles or mats to contain the wet area. Then use a wet-vac or small pump and hose to direct wet waste to a tank. Contact a registered hazardous waste hauler to dispose of this waste.
- Keep your Spill Response Plan updated and readily available to employees. **Train employees on spill prevention and response.**



Spill Kit  
(AIRE Industrial)

## Hazardous waste

- Metalworking fluids (i.e., solvents, lubricants, and coolants) should be recycled & reused as much as possible.
- Used fluids that cannot be recycled, cleaning solutions, and absorbent materials used to clean up fluids should be disposed of as hazardous waste.
- **Store hazardous waste indoors & in closed containers, to be collected by a registered hauler.**



## KEY DEFINITIONS

The **Storm Drain System** was built to collect and transport rain to prevent flooding in urban areas. Anything that flows or is discharged into the storm drain system goes directly into local creeks or San Francisco Bay without any treatment.

The **Sanitary Sewer System** collects and transports sanitary wastes from interior building plumbing systems to the wastewater treatment plant where the wastewater is treated.



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## CLEAN WATER PROGRAM

Simple changes to your operations and maintenance can help you comply with local regulations. The Clean Water Program makes it easy.

Learn more about preventing water pollution and the Clean Water Program at [www.cleanwaterprogram.org](http://www.cleanwaterprogram.org).

## For More Help

For advice and approval on wastewater disposal to the sanitary sewer system, contact:

### Cities of Alameda, Albany, Berkeley, Emeryville, Oakland or Piedmont

East Bay Municipal  
Utility District (EBMUD)..... (510) 287-1651

### Castro Valley

Castro Valley Sanitary District..(510) 537-0757

### City of Dublin

Dublin-San Ramon  
Services District..... (925) 828-0515

### Cities of Fremont, Newark or Union City

Union Sanitary District..... (510) 477-7500

### City of Hayward

City of Hayward ..... (510) 881-7900

### City of Livermore

City of Livermore ..... (925) 960-8100

### City of Pleasanton

City of Livermore ..... (925) 931-5500

### Cities of San Lorenzo, unincorporated portions of San Leandro and Hayward

Oro Loma Sanitary District ..... (510) 481-6971

### City of San Leandro

City of San Leandro..... (510) 577-3401

## Local Stormwater Agencies

For advice on avoiding disposal to the storm drain system, contact:

Alameda.....	(510) 747-7930
Albany .....	(510) 528-5770
Berkeley.....	(510) 981-6442
Dublin .....	(925) 833-6630
Emeryville .....	(510) 596-3728
Fremont .....	(510) 494-4570
Hayward .....	(510) 881-7900
Livermore .....	(925) 960-8100
Newark .....	(510) 578-4286
Oakland .....	(510) 238-6544
Piedmont.....	(510) 420-3050
Pleasanton .....	(925) 931-5500
San Leandro.....	(510) 577-3401
Unincorporated Alameda County.....	(510) 567-6700
Union City.....	(510) 675-5308
Clean Water Program.....	(510) 670-6548