



Pollution Prevention - FY23 Special Project

Topic: Leak and Spill Cleanup

Message Subject Line: Do you know what to do in the event of a spill?

Message Body:

It's 10:00 am, do you know where your spill kit is? Make sure you know where to locate containment kits and how to properly cleanup and dispose of items located in your yard or shop by following the recommendations in the Safety Data Sheets (SDS).

Spotted a spill? Clean up spills immediately following the cleanup instructions specified in the SDS for that particular material to minimize safety hazards and prevent spreading. If a liquid spill might enter a storm drain, use a drain mat to cover the drain, never hose a spill into a storm drain.

Used a spill kit recently? Make sure to replace the kit items that were used. Always report large spills or spills of hazardous materials to your supervisor.

See link for more details/information. [*<Insert link to internal resources or information.>*](#)

Topic: Leak and Spill Prevention

Message Subject Line: Insert

Message Body:

Many leaks and spills can be prevented with routine maintenance. Make daily inspections of equipment and vehicles a part of your routine to proactively catch problems.

Already have a leaking vehicle or piece of equipment? Keep it inside under cover with a drip pan.

See link for more details/information. [*<Insert link to internal resources or information.>*](#)

Topic: Safety Data Sheets

Message Subject Line: Stay safe and be in compliance!

Message Body:

Do you know where your Safety Data Sheets (SDS) are located? Are they accessible to all employees and do *they* know where to find them? Did you know you can check the SDS in the event of a spill for proper cleanup information?

This month, make an effort to review this important information with your entire team.

See link for more details/information. [*<Insert link to internal resources or information.>*](#)

Topic: Material Storage

Message Subject Line: **Insert**

Message Body:

Storing materials in sealed, original containers indoors is always a best practice. Need to replace a container? Make sure the replacement container is clearly labeled. If storage of materials outside is necessary, opt for a covered and paved area and inspect them regularly for corrosion or signs of leaks. Storing materials away from high traffic areas to help prevent accidents that might cause spills is always a good idea.

For indoor storage areas, use a spill containment base and dispensing drums should have a drip pan. Outdoor storage areas should be bordered by a curb or containment wall to help contain spills.

See link for more details/information. *<Insert link to internal resources or information.>*

Topic: Inclement Weather

Message Subject Line: Bad weather coming?

Message Body:

Bad weather coming? Plan ahead for it to reduce pollution potential. Here are some tips to consider for daily operations during inclement weather.

- When possible, only schedule deliveries ahead of the inclement weather.
- Avoid fueling up fleets in the rain, sleet, or snow. Plan to fill up ahead of time or wait until the weather has passed when possible.
- Don't need to be out driving? Avoid getting out in inclement weather to reduce the potential for fuel spills from accidents.
- Check on chemical storage ahead of inclement weather. Is it covered or stored properly? If it is at risk of freezing, make a plan to store it properly ahead of time.

See link for more details/information. *<Insert link to internal resources or information.>*

Topic: Erosion Control

Message Subject Line: Dirt will hurt so keep it on site

Message Body:

Dirt *will* hurt so keep it on site. Make a plan for erosion control at construction activities during public works street maintenance, parks and ground maintenance, and from utility work. Remind staff to:

- Stabilize an area after disturbing it.
- Mulch and then contain the mulch.
- If you see it, report it. Promptly report erosion control issues to: *<insert contact info>*

See link for more details/information. [*<Insert link to internal resources or information.>*](#)

Topic: Watering Best Practices/Erosion Control

Message Subject Line: Sprinkler and Irrigation Best Practices

Message Body:

It's just dirt, right? Make sure that you are following these watering and irrigation best practices to help prevent runoff of soil, pesticides, and fertilizers.

- Maintain sprinkler heads and irrigation systems to prevent unnecessary water loss.
- Don't water in the rain or freezing temperatures.
- Water at the right time. Refer to the label for pesticides and fertilizers to make sure you are applying them and then watering at the right time.

See link for more details/information. [*<Insert link to internal resources or information.>*](#)

Topic: Trash Management

Message Subject Line: Trash – It goes with the flow

Message Body:

Not all littering is intentional, but it can be prevented. Trash tends to “go with the flow” but you can help keep escaped trash from becoming litter by following these simple suggestions.

- Keep trash picked up around your facility and grounds.
- Making sure the lids on dumpsters are kept closed to prevent animals, the wind, or other elements from scattering it.
- The back of your vehicle/truck is not a trash can. Keep a bag for trash inside your vehicle and never in the open bed of a truck where it can blow out.

See link for more details/information. [*<Insert link to internal resources or information.>*](#)

Topic: Staff Training and Record Keeping

Message Subject Line: **Insert**

Message Body:

Didn't write it down? Didn't happen. Keep training records where you can find them.

See link for more details/information. [*<Insert link to internal resources or information.>*](#)

Topic: Pesticides and Herbicides

Message Subject Line: [Insert](#)

Message Body:

Is it raining? I'm not spraying! Never schedule pesticide applications when precipitation or high wind conditions are in the forecast.

See link for more details/information. [<Insert link to internal resources or information.>](#)

Topic: Mowing and Debris Management

Message Subject Line: [Insert](#)

Message Body:

Taking care of mowing or lawn maintenance around your facilities? Make these simple Do's and Don'ts part of your facility operations and maintenance best practices.

- Don't wash your equipment in the street or wash grass clipping down the street.
- Don't blow leaves or other landscaping debris in the street.
- Don't mow over litter and debris, pick it to prevent mulching it into small pieces of litter.
- Do mulch grass clippings back onto the lawn or bag them for disposal
- Do mulch leaves back onto the lawn or bag them for disposal.

See link for more details/information. [<Insert link to internal resources or information.>](#)

Topic: Floatable Prevention/Control

Message Subject Line: Pollution Prevention Best Practices for Special Events

Message Body:

Is your city planning an outdoor special event? Plan for litter and floatable control with these best practices.

- Maintain toilets on a schedule to prevent an overflow
- Map out trash and/or recycling locations to ensure there are enough bins placed at the right locations
- Maintain a schedule for emptying trash and/or recycling bins to prevent overflow issues
- Make sure event staff know how and who to report trash or toilet issues to so problems are addressed quickly

See link for more details/information. [<Insert link to internal resources or information.>](#)
