



BEST MANAGEMENT PRACTICES GUIDELINES SUMMARY FOR HOSPITALS

What are Best Management Practices (BMP)? Best Management Practices are measures or practices used to reduce the amount of pollution entering the sanitary sewer system. The authority to implement BMPs can be found in Chapter 94, Article VI, Section 94-554 of the Lafayette City-Parish Consolidated Government's Code of Ordinances.

How do I qualify for the BMP program for Hospitals? In order to qualify for the BMP program for Hospitals the following requirements must be met:

- Minimize and/or eliminate all chemicals that could cause upset to the sewer treatment plants. Eliminate all hazardous waste from entering the POTW.
- All Prescriptive and Non-prescriptive drugs should not be disposed of down the sewer system.
- Must meet Technically Based Local Limits for all Outfalls of total facility discharge.
- Submit information on the type of silver recovery treatment being used at the facility
- Submit a written Maintenance Schedule for all pretreatment equipment at the facility (ex. silver recovery equipment, neutralization basin).
- Submit a facility Slug Loading Control Plan.
- Submit a facility chemical inventory list.
- Submit a floor plan and piping diagram identifying all areas with in the facility where the potential for a discharge to the sewer exists including locations of chemical storage, solution mixing, film and paper processing and silver recovery.
- Submit a facility Pollution Prevention Plan.
- Install and maintain the Grease Trap according to conditions set forth in the ordinance.

For additional information, contact the LUS Pretreatment Section at (333) 291-5980 or (337) 291-5962.

BEST MANAGEMENT PRACTICES GUIDELINES REPORTING REQUIREMENTS FOR HOSPITALS

Required Report or Task	Report or Task Due Date	Purpose of Report or Task	Information Required
Letter of Authorization	Within 30 days of receipt of packet to accept BMP Program	For the City-Parish to determine if your facility is willing to comply with BMP Guidelines.	All information requested on Letter of Authorization Form.
Annual Report	During the month of January	To provide information stating that the facility is meeting the requirements of the BMP document or an explanation of any instances of noncompliance during the previous twelve months.	All information requested on the Industrial User Compliance Report Form.
Chemical Inventory List	Before the issuance of the BMP document and must be maintained throughout the duration of the BMP document.	To identify all the chemical products generated and stored in the facility.	Chemical name Type of potential hazard Location within the facility Quantity typically on hand
Floor Plan	Before the issuance of the BMP document and must be maintained throughout the duration of the BMP document.	To identify all areas within the facility where the potential for a spill or non-compliant discharge to the sewer exists.	All drains and connections to the sewer. The most likely problem areas such as chemical receiving and storage and chemical mixing. Containment measures, personal protective equipment and spill response supplies.
Maintenance Schedule of all Pretreatment Equipment	Before the issuance of the BMP document and must be maintained and implemented throughout the duration of the BMP document.	To establish a maintenance schedule that will help ensure the proper operation of the pretreatment equipment.	Frequency at which pretreatment equipment is to be inspected. Frequency at which employees are trained. Frequency at which sludge and/or spent chemicals are disposed of.
Slug Loading Control Plan	Before the issuance of the BMP document and must be maintained and implemented throughout the duration of the BMP document.	To educate all employees who work with or come in contact with stored chemicals to the appropriate steps to be followed if a spill occurs. To reveal potential problem areas (such as floor drains near chemical storage) and allow the facility to take appropriate measures before a spill occurs.	Description of discharge practices, including non-routine batch discharges. Description of stored chemicals. Procedures for immediately notifying the POTW of slug discharges, including any discharge that would violate a prohibition under Chapter 94 , Article VI, of the LCG Code of Ordinances. If applicable, procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant run-off, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.
Pollution Prevention Plan	Before the issuance of the BMP document and must be maintained and implemented throughout the duration of the BMP document.	To educate all employees on pollution prevention activities through the assessment of the facility's ability to reduce the volume and toxicity of discharges.	A process-flow diagram showing where chemicals enter and leave the process. Estimate the amount of regulated waste generated by each process. Assessment of past, current and new pollution prevention methods and their feasibility. Implementation timetable. Frequency at which soaps, detergents, etc. are evaluated for environmental friendliness.
Spill Containment	Before the issuance of the BMP document and must be maintained throughout the duration of the BMP document.	To install spill containment structures or to make other significant modifications to your facility or equipment that are required to achieve compliance with the conditions with the BMP document.	May include, but not limited to, berming chemicals and/or drains, plugging drains, or placing chemicals in an area where spill prevention measures have already been taken.
Accidental Discharge Report	Immediately upon the occurrence of an accidental discharge of substances prohibited by Chapter 94, Article VI, Sections 94-551 and 94-552 of the Code of Ordinances. During normal business hours telephone at either (337) 291-5957, 5962, 5980, 5932, 5968, 5935, 5951, 5920, 5921. After 5:00 p.m. telephone (337) 291-XXXX [NAME] WASTEWATER TREATMENT PLANT .	To notify the City-Parish of accidental releases to the sewer system and the potential hazards of the discharge.	Location of discharge Date & time of discharge Duration discharge occurred Type of discharge Concentration & volume of waste discharge Corrective actions taken
Sampling Event	During the months of January, April, July and October.	To ensure that the treatment system is capable of managing the wastewater and meet effluent limitations.	All handling and preservation of collected samples and laboratory analysis of the samples must be performed in accordance with 40CFR136. Results must be analyzed by a laboratory that is on the LDEQ's approved list of wastewater analysis and is certified to analyze the analytical test method reported.
Monitoring Results	During the months of February, May, August and November.	To ensure that the facility is operating within the BMP guidelines.	All handling and preservation of collected samples and laboratory analysis of the samples must be performed in accordance with 40CFR136. Results of all analysis must be analyzed by a laboratory that is on the LDEQ's approved list of wastewater analysis and is certified to analyze the analytical test method reported. All analytical reports, chain of custody and QA/QC analysis must be submitted to LCG as stated in Part II Section A of the BMP.
Grease Trap Maintenance	Cleaned a minimum of every 90 days as required by the Code of Ordinances	To prevent grease stoppage of the Sewer System lines.	LCG Manifest made available within department upon inspection.
Report of Change Conditions	At least 30 days before a significant operational change	To notify the City-Parish of any significant changes which include, but are not limited to, flow increases of 20% or greater and discharge of any previously unreported pollutants.	Detailed description of any planned significant changes to your operations or systems which might alter the nature, quality, or volume of wastewater.