



## BEST MANAGEMENT PRACTICES GUIDELINES SUMMARY FOR WASHRACKS DEDICATED TO WASHING VEHICLES

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, surface water, air, land or groundwater. The authority to implement BMP guidelines can be found in Chapter 94, Article VI, Section 94-554 for the Lafayette City-Parish Consolidated Government's Code of Ordinances.

How do I qualify for the BMP program for washracks dedicated to washing vehicles? In order to qualify for the BMP program for washracks dedicated to washing vehicles, 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.
- Must meet Technically Based Local Limits for all Outfalls of total facility discharge.
- Exterior vehicle washing ONLY, No engine washing Allowed.
- Must discharge less than 6,000 gallons per day process wastewater.
- Post Placard indicating that the wash area is to be used for "EXTERIOR VEHICLE WASHING ONLY".
- Have, at a minimum, an oil/water separator as a pretreatment unit for wash water discharges.
- Drains in mechanic/maintenance shop area(s) must be routed to pretreatment or be plugged.
- Use environmentally safe products.
- Submit an Operations Manual for the proper use of the wash rack.
- Prohibit storm water from entering the sewer system to maximum extent practical.
- Submit a written maintenance schedule for the all pretreatment equipment at the facility.
- Submit a Slug Loading Control Plan.
- Submit a facility chemical inventory list.
- Submit a floor plan and piping diagram identifying all areas within the facility where the potential for a discharge to the sewer exists including locations of chemical storage and solution mixing occur, if any.
- Submit a facility Pollution Prevention Plan.

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

## BEST MANAGEMENT PRACTICES GUIDELINES REPORTING REQUIREMENTS FOR VEHICLE WASHRACKS

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 the 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 for Treatment Equipment	Before the issuance of the BMP document and must be maintained throughout the duration of the BMP document.	To establish a maintenance schedule that will help to ensure the proper operation of pretreatment equipment.	Frequency at which the pretreatment equipment is to be inspected. Frequency at which employees are trained. Frequency at which pretreatment sludge and/or spent chemicals are properly disposed of.
Slug Loading Control Plan	Before the issuance of the BMP document and must be maintained throughout the duration of the BMP document.	To educate all employees who work with or come in contact with stored chemicals about 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 14 of the Code of Ordinances. If necessary, 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.
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 of 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) 291-5924 East Wastewater Treatment Plant / (337) 291-5924 Northeast Wastewater Treatment Plant / (337) 291-5923 South Wastewater Treatment Plant / (337) 291-5928 Ambassador Caffery 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 Type of discharge Duration of discharge. Concentration & volume of waste discharge Corrective actions taken
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, <b>flow increases of 20% or greater and discharge of any previously unreported pollutants.</b>	Detailed description of any planned significant changes to your operations or systems which might alter the nature, quality, or volume of wastewater.
Operations Manual	Before the issuance of the BMP document and must be maintained throughout the duration of the BMP document.	To educate employees about the proper use of the wash rack.	Training procedures and a training schedule to ensure that only properly trained personnel are operating the wash rack. The person(s) assigned the responsibility of facility contact and signature authority. List of all equipment to be washed. Treatment equipment operations and maintenance schedule.
Pollution Prevention Plan	Before the issuance of the BMP document and must be maintained 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, chemicals, etc. are evaluated for environmental friendliness.