



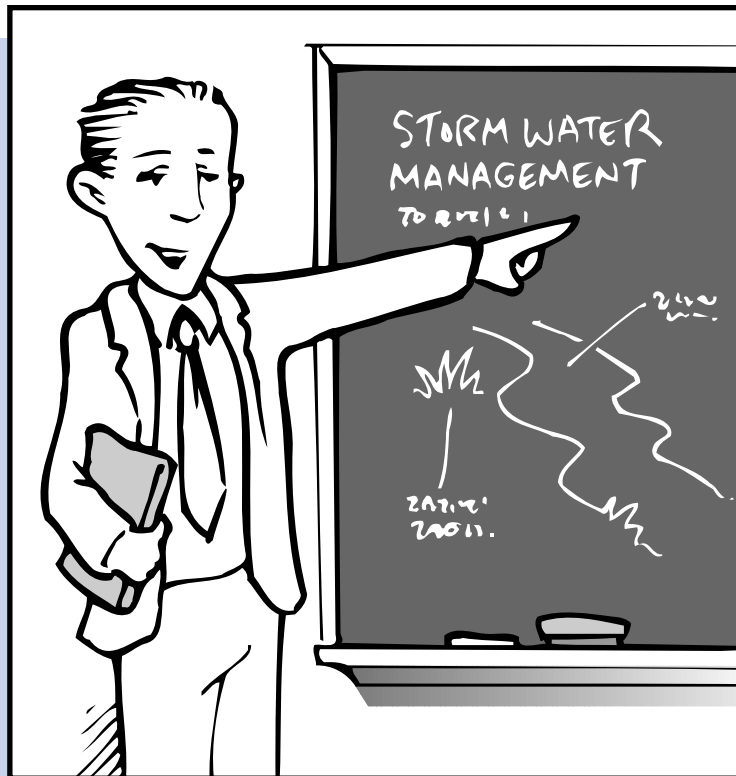
# Community Partners for Clean Streams

SERIES #8:



EDUCATION

## SERIES #8: Education



## **COMMUNITY PARTNERS FOR CLEAN STREAMS**

*NOTE: This handbook is one in a series of handbooks that describe specific practices businesses can use to protect water quality. A complete list of all handbooks and fact sheets available through the Community Partners for Clean Streams program is provided on the inside of the back cover. To obtain other handbooks in this series contact the Program Manager at the address or phone number provided below.*

### **Becoming a "Community Partner for Clean Streams"**

We hope you'll join with the Washtenaw County Drain Commissioner's office and other area businesses and institutions by participating in the Community Partner for Clean Streams program. Through this program, businesses help protect the Huron River and local streams.

To participate in the program, fill out the checklist in the back of this handbook. Send it to the address below and our staff will work with you to become a Community Partner for Clean Streams. In return for your effort, we'll publicly acknowledge your business through newspaper articles, displays and speaking engagements. We'll also encourage consumers to look for the Community Partners logo at your business when they select services.

### **Washtenaw County Award for "Environmental Excellence"**

By becoming a Community Partner, your business will have completed the water quality criteria for Washtenaw County's "Environmental Excellence" award. This annual award is presented to businesses in the County that proactively protect the environment. For more information about this award program, contact the Community Partners Program Manager:

**Community Partners for Clean Streams Program Manager  
Washtenaw County Drain Commissioner's Office  
110 N. Fourth Ave.  
Ann Arbor, MI 48107-8645**

**Phone: (313)994-8344 or 994-2525  
Fax: (313)994-2459**



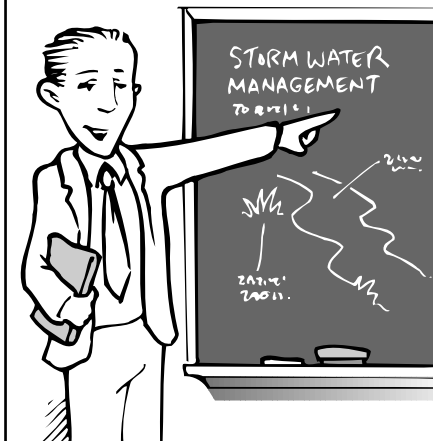
# Education and Community Leadership

## Why be concerned?

Many of the activities that protect water quality need to be performed on an ongoing basis. Therefore, employee education is key to any successful pollution prevention program.

Community leadership in protecting water quality is good public relations: both your business and the environment benefit.

Both employee education and community leadership help to raise awareness about the need to protect our rivers and streams.



## Make Protecting Our Water Your Business

- Develop and implement a plan to protect water quality through the Community Partners for Clean Streams program. For more information about Community Partners for Clean Streams, call the number listed under "Getting Help."
- Adopt an environmental policy statement. Post and circulate this statement to employees.

- Train employees to routinely inspect equipment and activities for opportunities to prevent pollution. A weekly walk-through can help identify potential problems. Provide incentives to encourage staff participation in protecting water quality.

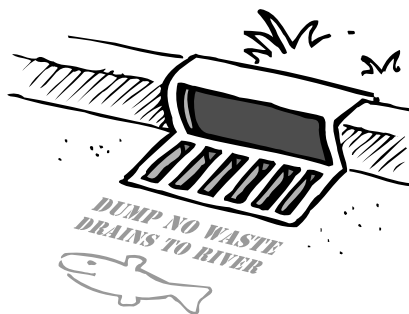
- Continue your training procedures in the future. Assign experienced workers to train new ones. Review procedures as a group at least once a year. You can coordinate this with worker safety training programs or "worker right-to-know" training for hazardous materials.

- Display signs describing water quality protection activities where employees and customers will see them. For example, install a sign near dumpsters reminding staff to keep their covers closed and the area clean.

- Stencil storm drains with the message "Dump No Waste, Drains to River." This will let employees (and customers) know that dumping wastes down these drains is not appropriate. You can borrow stencils through Community Partners for Clean Streams.

- Join the "Adopt-A-Stream" program and adopt a portion of one of the Huron's tributaries. To find out more about the Adopt-A-Stream program, call the Huron River Watershed Council.

- Explain ways to prevent pollution and protect water quality to peer businesses. Encourage them to become Community Partners.



## Encouraging Contractors to Protect Water Quality

Encourage, and when possible require contractors to implement practices recommended by Community Partners for Clean Streams. At a minimum, request that contractors:

- use the least toxic products and procedures possible
- explain how wastes will be managed
- strictly adhere to all federal, state and local laws

If possible, monitor contractors and their employees to be sure they comply.

## Encouraging Tenants to Protect Water Quality

If you're a property owner or manager, educate tenants about protecting water quality. For example, include information in newsletters, stencil storm drains and post signs next to dumpsters. Set up a collection center for used oil and other household wastes that can be recycled.

## GETTING HELP

- Huron River Watershed Council ..... (313) 769-5123
- Ecology Center ..... (313) 761-3186
- MSU Extension Office for Washtenaw County .... (313) 971-0079
- Washtenaw County DPW Solid Waste Program ..... (313) 994-2398
- Community Partners for Clean Streams ..... (313) 994-8344





# Community Partners for Clean Streams WATER QUALITY ACTION PLAN

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## SERIES #8: EDUCATION Fact Sheet 8.1

### Completing Your Water Quality Assessment and Action Plan

To create your own "Water Quality Action Plan", please fill out the following checklist (instructions are included on the other side of this page). The "Actions" in this checklist directly correspond to recommendations made within this handbook. If you have any questions or would like help completing this form, please contact the Community Partners for Clean Streams Program Manager at (313)994-8344 or (313)994-2525. Send completed checklists to:

Community Partners for Clean Streams  
Washtenaw County Drain Commissioner's Office  
110 N. Fourth Ave.  
Ann Arbor, MI. 48107-8645  
Fax: (313)994-2459

*NOTE: To become a "Community Partner for Clean Streams", all checklists that apply to your business must be filled out and returned. A complete listing of all program handbooks/checklists is provided on the inside of the back cover. To obtain copies, contact the Community Partners Program Manager.*

### Business Information

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Water Quality Action Plan prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

### Business Activities That Can Affect Water Quality

Please check the activities that your business is responsible for:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Storing materials              | <input type="checkbox"/> Maintaining buildings/pavement              | <input type="checkbox"/> Maintaining landscapes          |
| <input type="checkbox"/> Spill containment and response | <input type="checkbox"/> Maintaining constructed stormwater controls | <input type="checkbox"/> Site design and/or construction |
| <input type="checkbox"/> Managing wastes                | <input type="checkbox"/> Managing employees                          |  |



**Directions for Completing this Checklist (see sample below):**

1. For each action, check the appropriate box in the ASSESSMENT column (*Not Applicable, Always, or Needs Improvement*).
2. Next, check the corresponding box in the ACTION PLAN column (*Plan to Continue or Plan to Improve*).
3. For every current *and* proposed action, indicate who will do it and in when.
4. If possible, provide additional information (about both current *and* proposed activities) in the space preceded by the word "Action(s)". If insufficient space has been provided, please feel free to attach extra pages.
5. If the action requires ongoing employee training or commitment from management, check that box as a reminder to include it in you employee education activities.
6. Detach the checklist from this handbook and return it to Community Partners for Clean Streams!

EXAMPLE	ASSESSMENT	ACTION PLAN
<p>1. <b>Steps are taken to minimize the amount of potentially polluting materials and wastes kept in storage.</b></p>	<p> <input type="checkbox"/> Not applicable  <input type="checkbox"/> Always  <input checked="" type="checkbox"/> Needs improvement                 </p>	<p> <input type="checkbox"/> Plan to continue  <input checked="" type="checkbox"/> Plan to improve                 </p>
	<p><b>Who:</b> <u>Purchasing Dept./Facilities Manager</u></p> <p><b>Schedule:</b> <u>As applicable</u></p> <p><b>Action(s):</b> <u>Deicing chemicals will be purchased in smaller quantities and stored in water-proof, leak-proof containers</u></p> <p>_____</p> <p>_____</p>	
	<p><input type="checkbox"/> Requires ongoing education/commitment</p>	

**SERIES #8: EDUCATION AND COMMUNITY LEADERSHIP**  
**(Fact Sheet 8.1)**

**ASSESSMENT**

**ACTION PLAN**

**1. An environmental policy statement has been adopted and circulated to all employees.**  
*(Please provide a copy)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Not applicable    |   | <input type="checkbox"/> Plan to continue |
| <input type="checkbox"/> Always            | ☞ | <input type="checkbox"/> Plan to improve  |
| <input type="checkbox"/> Needs improvement | ☞ |   |

**Who:** \_\_\_\_\_

**Schedule:** \_\_\_\_\_

**Action(s):** \_\_\_\_\_

\_\_\_\_\_

Requires ongoing education/commitment

**2. Storm drains are stencilled with the message "Dump No Waste - Drains to River".**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Not applicable    |   | <input type="checkbox"/> Plan to continue |
| <input type="checkbox"/> Always            | ☞ | <input type="checkbox"/> Plan to improve  |
| <input type="checkbox"/> Needs improvement | ☞ |   |

**Who:** \_\_\_\_\_

**Schedule:** \_\_\_\_\_

**Action(s):** \_\_\_\_\_

\_\_\_\_\_

Requires ongoing education/commitment

**3. Other signs that explain water quality protection practices are posted.**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Not applicable    |   | <input type="checkbox"/> Plan to continue |
| <input type="checkbox"/> Always            | ☞ | <input type="checkbox"/> Plan to improve  |
| <input type="checkbox"/> Needs improvement | ☞ |   |

**Who:** \_\_\_\_\_

**Schedule:** \_\_\_\_\_

**Action(s):** \_\_\_\_\_

\_\_\_\_\_

Requires ongoing education/commitment

**4. Regular evaluations are made to identify pollution prevention opportunities.**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Not applicable    |   | <input type="checkbox"/> Plan to continue |
| <input type="checkbox"/> Always            | ☞ | <input type="checkbox"/> Plan to improve  |
| <input type="checkbox"/> Needs improvement | ☞ |   |

**Who:** \_\_\_\_\_

**Schedule:** \_\_\_\_\_

**Action(s):** \_\_\_\_\_

\_\_\_\_\_

Requires ongoing education/commitment



5. **Employee incentives to protect water quality have been developed and implemented.**

- Not applicable
- Always  Plan to continue
- Needs improvement  Plan to improve

Who: \_\_\_\_\_

Schedule: \_\_\_\_\_

Action(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requires ongoing education/commitment

6. **Contractors are required to prove compliance with relevant federal, state, and local laws, whenever possible.**

- Not applicable
- Always  Plan to continue
- Needs improvement  Plan to improve

Who: \_\_\_\_\_

Schedule: \_\_\_\_\_

Action(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requires ongoing education/commitment

7. **Contractors are required to implement practices recommended by Community Partners for Clean Streams.**

- Not applicable
- Always  Plan to continue
- Needs improvement  Plan to improve

Who: \_\_\_\_\_

Schedule: \_\_\_\_\_

Action(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requires ongoing education/commitment

8. **Steps are taken to explain water quality protection practices to peer businesses and suppliers.**

- Not applicable
- Always  Plan to continue
- Needs improvement  Plan to improve

Who: \_\_\_\_\_

Schedule: \_\_\_\_\_

Action(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requires ongoing education/commitment

**9. Tenants are encouraged to protect water quality.**

- Not applicable
- Always  Plan to continue
- Needs improvement  Plan to improve

**Who:** \_\_\_\_\_

**Schedule:** \_\_\_\_\_

**Action(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requires ongoing education/commitment

**Additional Comments:**





# COMMUNITY PARTNERS FOR CLEAN STREAMS FACT SHEETS

## **FACT SHEET:           STORMWATER RUNOFF AND WATER QUALITY**

### **SERIES #1:           HOUSEKEEPING PRACTICES**

Fact Sheet 1.1:       Storing Materials and Wastes  
Fact Sheet 1.2:       Preventing and Cleaning Up Spills

### **SERIES #2:           MAINTAINING ENGINEERED STORMWATER CONTROLS**

Fact Sheet 2.1:       Catch Basin Care  
Fact Sheet 2.2:       Oil/Water Separators  
Fact Sheet 2.3:       Maintaining Stormwater Management Systems

### **SERIES #3:           MAINTAINING EQUIPMENT AND VEHICLES**

Fact Sheet 3.1:       Storing and Maintaining Equipment and Vehicles  
Fact Sheet 3.2:       Washing Equipment and Vehicles

### **SERIES #4:           MAINTAINING BUILDINGS AND PAVEMENT**

Fact Sheet 4.1:       Outdoor Pressure Washing  
Fact Sheet 4.2:       Maintaining Building Facades  
Fact Sheet 4.3:       Maintaining Paved Areas  
Fact Sheet 4.4:       Using and Storing Deicing Materials  
Fact Sheet 4.5:       Cooling Water Systems

### **SERIES #5:           MAINTAINING LANDSCAPES**

Fact Sheet 5.1:       Maintaining Healthy Lawns, Shrubs and Trees  
Fact Sheet 5.2:       Using Fertilizer  
Fact Sheet 5.3:       Integrated Pest Management  
Fact Sheet 5.4:       Using Pesticides

### **SERIES #6:           SITE DESIGN AND CONSTRUCTION**

Fact Sheet 6.1:       Designing Landscapes for Water Quality  
Fact Sheet 6.2:       Designing Stormwater Management Systems  
Fact Sheet 6.3:       Clearing and Grading Land

### **SERIES #7:           MANAGING WASTES**

Fact Sheet 7.1:       Minimizing Waste  
Fact Sheet 7.2:       Recycling  
Fact Sheet 7.3:       Waste Disposal

### **SERIES #8:           EDUCATION**

Fact Sheet 8.1:       Education and Community Leadership

*This program has been partially funded by a grant from the U.S. Environmental Protection Agency under Section 319 of the Clean Water Act. The reproduction of written materials is encouraged, with appropriate citation.*

