



Austell Public Works

Community Partners for Healthy Streams

SERIES #8:



EDUCATION

SERIES #8: Education



Community Partners for Healthy Streams is a cooperative effort between the Austell Public Works and local business community.

COMMUNITY PARTNERS FOR HEALTHY 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 Healthy Streams program is provided on the back cover. To obtain other handbooks in this series, contact the Austell Public Works at the address or phone number provided below.

Becoming a “Community Partner for Healthy Streams”

We hope you'll join with the Austell Public Works and other area businesses and institutions by participating in the Community Partners for Healthy Streams program. Through this program, businesses help protect 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 Healthy Streams. In return for your effort, we'll publicly acknowledge your business through press releases, displays and speaking engagements. We'll also encourage consumers to look for the Community Partners logo at your business when they select services.

Community Partners for Healthy Streams Program Manager
Austell Public Works
Stormwater Management Division
5000 Austell-Powder Springs Road, Suite 105
Austell, GA 30106

Phone: (770) 944-4325

Fax: (670) 264-1522

Internet: www.apwsm.org

E-mail: info@apwsm.org

Handbook Design and Illustration by David Zinn

This program is modeled on the Community Partners for Clean Streams program created through a US EPA Clean Water Act Grant by the Office of Washtenaw County Drain Commissioner Janis A. Bobrin, Washtenaw County, Michigan.



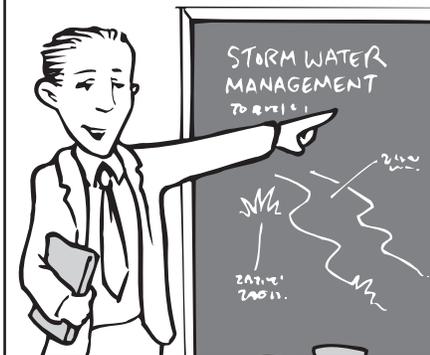
Education & Community Leadership

Why be concerned?

Activities that your business will perform as a community partner are part of a continuing process. Employee education is key to any successful pollution prevention program, and will be critical to integrating water resource stewardship into your business operations.

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

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 an action plan to protect water quality through the Community Partners for Healthy Streams program. For more information about Community Partners for Healthy 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 evaluate activities for opportunities to prevent pollution. A weekly site walk-through can help identify potential problems. Provide incentives to encourage staff participation to protect water quality.
- 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 trash receptacles reminding staff to keep covers closed and the area clean.
- Stencil storm drains with the message “Dump No Waste, Drains to Stream.” This informs employees and customers that dumping wastes into these drains is not appropriate. You can borrow stencils through Community Partners for Healthy Streams.
- Join the “Adopt-A-Stream” program and adopt a portion of one of Cobb’s tributaries. To find out more about the Adopt-A-Stream program, call the Cobb County Adopt-A-Stream Coordinator.
- Encourage peer businesses to become Community Partners.

Encouraging Contractors to Protect Water Quality

Encourage or require contractors to implement practices recommended by Community Partners for Healthy 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

Whenever possible, monitor contractors and their employees to assure compliance.

Encouraging Tenants to Protect Water Quality

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

GETTING HELP

UGA Cooperative
Extension Service for
Cobb County (770) 528-4070

Austell Public Works
Stormwater Management.....(770) 944-4325



Directions for Completing the Water Quality Assessment Checklist Questions at the End of this Booklet

- Please Read Carefully -

1. For each question, check the appropriate answer box in the Assessment column (*Always, Needs Improvement, or Not Applicable*).
2. Next, check the corresponding box in the Action Plan column (*Plan to Continue or Plan to Improve*).
3. For every activity, indicate:
 - **Who** is, or will be responsible. It is best to answer with a job position, i.e. facility manager.
 - **Schedule** or proposed date by which the activity will be completed.
 - **Action(s)** - please provide additional details regarding the implementation of a proposed activity, or explain what is already being done.
 - If the action requires ongoing employee training or commitment from management, check that box as a reminder to include it in your employee education activities.

(See example below)

THE SELF-ASSESSMENT IS NOT COMPLETE UNTIL THIS INFORMATION IS PROVIDED FOR EACH QUESTION.

4. Finally, remove completed checklist sheets from the handbook and return them to the Community Partners for Clean Streams Program. If you need help completing the Water Quality Assessment questions, please call one of the numbers listed below.

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Stormwater Management Division
5000 Austell-Powder Springs Road, Suite 105
Austell, GA 30106

Phone: (770) 944-4325
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SAMPLE CHECKLIST QUESTION:

1. Steps are taken to minimize the amount of potentially polluting materials and wastes kept in storage.

ASSESSMENT <input type="checkbox"/> Not applicable <input type="checkbox"/> Always..... <input checked="" type="checkbox"/> Needs Improvement	ACTION PLAN <input type="checkbox"/> Plan to continue <input checked="" type="checkbox"/> Plan to improve
--	---

Responsible job or staff position(s): Safety Manager

Schedule: Materials will be in place by 12/13

Action(s): Spill kits, absorbent pads, and spill response plans will be placed near all areas that have the potential for spills.

_____ Requires ongoing education/commitment

Community Partners for Healthy Streams WATER QUALITY ACTION PLAN

Series #8: Education and Community
Stewardship - Fact Sheet 8.1

Completing Your Water Quality Assessment and Action Plan

Assessment and action planning requires respondents to assess their current activities and identify any specific actions needed to prevent pollution and improve water quality stewardship.

To create your own "Water Quality Action Plan," please fill out the following checklist. Directions 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 Healthy Streams Program Manager at (770) 944-4325. Send completed checklists to:

Community Partners for Healthy Streams
Austell Public Works
Stormwater Management Division
5000 Austell-Powder Springs Road, Suite 105
Austell, GA 30106

NOTE: To become a "Community Partner for Healthy Streams," all checklists that apply to your business must be completed 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: _____

e-mail: _____ Fax: _____

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

SERIES #8: EDUCATION (Fact Sheet 8.1)

1. An environmental policy statement has been adopted and circulated to all employees. (Please include a copy of your statement.)

ASSESSMENT

ACTION PLAN

- Not applicable
- Always..... Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

2. Storm drains are stenciled or decals applied with the message "Dump No Waste - Drains To Stream." (Community Partners will lend a stencil.)

ASSESSMENT

ACTION PLAN

- Not applicable
- Always..... Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

3. Signs that explain water quality protection practices are posted in relevant locations (e.g., "No solvents are to be dumped into sinks").

ASSESSMENT

ACTION PLAN

- Not applicable
- Always..... Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

4. Regular evaluations are made to identify pollution prevention opportunities (e.g., regular walk-throughs, environmental committees).

ASSESSMENT

ACTION PLAN

- Not applicable
- Always..... Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

(continued on back)

5. Employee incentives to protect water quality have been developed and implemented (e.g., names mentioned in a newsletter, part of a performance evaluation).

ASSESSMENT	ACTION PLAN
<input type="checkbox"/> Not applicable	
<input type="checkbox"/> Always.....	<input type="checkbox"/> Plan to continue
<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

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

ASSESSMENT	ACTION PLAN
<input type="checkbox"/> Not applicable	
<input type="checkbox"/> Always.....	<input type="checkbox"/> Plan to continue
<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

7. Contractors are encouraged to implement practices recommended by Community Partners for Healthy Streams (e.g., the use of standard contract language).

ASSESSMENT	ACTION PLAN
<input type="checkbox"/> Not applicable	
<input type="checkbox"/> Always.....	<input type="checkbox"/> Plan to continue
<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

8. Water quality protection information is shared with peer businesses whenever appropriate (e.g., discussing environmental concerns/standards prior to contracted service).

ASSESSMENT	ACTION PLAN
<input type="checkbox"/> Not applicable	
<input type="checkbox"/> Always.....	<input type="checkbox"/> Plan to continue
<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

9. Site tenants, if any, are encouraged to protect water quality.

ASSESSMENT	ACTION PLAN
<input type="checkbox"/> Not applicable	
<input type="checkbox"/> Always.....	<input type="checkbox"/> Plan to continue
<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

_____ Requires ongoing education/commitment

Additional Comments: _____



Community Partners for Healthy Streams Fact Sheets



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 Maintaining Stormwater Management Systems
- Fact Sheet 2.3 Oil/Water Separators



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 Systems
- 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



SERIES #9 - FATS, OILS AND GREASE

- Fact Sheet 9.1 Food Service Industry Fats, Oil and Grease Recycling/Proper Disposal



SERIES #10 - PRESCRIPTION DRUG AND PERSONAL CARE PRODUCTS

- Fact Sheet 10.1 Prescription Drug and Personal Care Product Disposal



Austell Public Works
STORMWATER
Management

This is an official publication
of the City of Austell

CITY OF AUSTELL - GEORGIA
Austell Public Works
austellga.gov

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