



Water Quality Assessment and Action Plan for Food Businesses

We hope you will join with the Auburn University Marine Extension and Research Center to become a

Clean Water Guardian

After reviewing the reference manual, you probably have a good idea about how your business activities can affect water quality and how to use Best Management Practices (BMPs) to prevent pollution.

Please fill out this form to create your own action plan for protecting water quality. Send it to the address below and we will work with you to become a Clean Water Guardian.

In return for your efforts, we will seek publicity for your business through news articles, displays, and speaking engagements. We will also encourage consumers to look for the Clean Water Guardians logo at your business when they select services.

If you have questions or want help completing this form, call and ask for the Clean Water Guardians Coordinator.

Send completed forms to:

Contact Information:

Auburn University Marine Extension and
Research Center
4170 Commanders Drive
Mobile, AL 36615
Phone: 251/438-5690
FAX: 251/438-5670





Water Quality Assessment and Action Plan for Food Businesses

Business Information

Business Name _____

Type of business _____ Number of employees _____

Address _____ Zip _____

Contact Person _____ Title _____

Phone _____ Date _____

Business Activities That Can Affect Water Quality

Check which of the following activities are carried out by your business.

Storing materials outdoors

Cleaning the parking lot

Handling materials that can spill
(such as food, oils, cleaners)

Managing employees

Managing wastes

Cleaning mechanical equipment

Using or maintaining vehicles

Other

Directions for Completing the Assessment and Action Plan



The actions listed in the rest of this form are based on BMPs listed in Section 3 of your *Water Quality Protection for Area Business* manual. Please refer to your manual for a complete list and description of the BMPs.

BMP #1	Catch Basin Care
BMP #2	Oil/Water Separator Installation and Maintenance
BMP #3	Maintaining Other Drainage System Features
BMP #4	Keeping a Clean Work Site
BMP #5	Waste and Materials Storage
BMP #6	Spill Prevention and Clean Up
BMP #7	Vehicle and Equipment Washing
BMP #14	Vehicle Fueling
BMP #15	Waste Minimization
BMP #16	Recycling
BMP #17	Waste Disposal
BMP #18	Sensitive Area Protection
BMP #24	Employee and Client Education

Directions (see example below):

- For each action that follows, check one of the three boxes in the ASSESSMENT column (*Not applicable, Always/usually, or Needs improvement.*)
- Then, check the corresponding box in the Action Plan column (*Plan to continue or Plan to implement*) to make the BMP part of your action plan.
- If you check *Plan to implement*, also indicate who will do it and in what time frame.
- If the action requires ongoing employee training or commitment from management, check that box too as a reminder to include it in your employee education activities.
- If you check “Need training/information” an effort will be made to provide you with the materials you need or direct you to the appropriate source.

Example

	ASSESSMENT		ACTION PLAN
1. Surfaces that drain to the storm drainage system are kept clean and wastes are properly disposed.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually <input checked="" type="checkbox"/> Needs improvement	 	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input checked="" type="checkbox"/> Plan to implement Who <u>shift manager</u> When <u>checked weekly</u> <input type="checkbox"/> Requires ongoing education/commitment

A. General Housekeeping

BMP #1. 4. 5. 6

	ASSESSMENT	ACTION PLAN
<p>1. Surfaces that drain to the storm drainage system are continue kept clean and wastes are implement properly disposed.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>2. All wastes are regularly cleaned up around the dumpsters and in the loading area.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. Oil leaks on business vehicles are fixed promptly.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>4. Catch basins and/or detention systems are routinely inspected and cleaned when needed (see BMP #1 and 3).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>5. For each material that could spill outdoors (such as stored oil or food that's delivered) there is a spill control plan see BMP #6).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

B. Waste Management

BMP #15, 16, 17

	ASSESSMENT	ACTION PLAN
<p>1. Does your business generate more than 220 pounds of hazardous waste per month or at any one time?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes ⇒	<input type="checkbox"/> We have a large quantity generator identification number from the Alabama Department of Environmental Management.
<p>2. Hazardous wastes that are not recycled are disposed through a treatment, storage, and disposal facility (see BMP #17).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. Non-hazardous wastes that are not recycled are properly disposed (see BMP #17).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>4. Non-disposable products (such as ceramic dishware) are used when possible.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>5. Waste is minimized by purchasing the least hazardous materials, using only what is needed and recycling whenever possible.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

C. Routing Drainage

BMP #2, 7, 14

	ASSESSMENT	ACTION PLAN
<p>1. Washing equipment such as oily filters or vehicles is done only with water in a properly designed, designated area (see BMP # 7).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>2. The fueling area is covered and designed to drain to the sanitary sewer (see BMP #14).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. Runoff from the site is treated with an oil/water separator that is regularly maintained (see BMP #2).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

Comments:

E. Other Additional actions to protect water quality:

	ASSESSMENT	ACTION PLAN
1. _____ _____ _____ _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
2. _____ _____ _____ _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment



Thank you for completing the assessment and action program.

Please send the completed form to:

Auburn University Marine Extension and Research Center
 4170 Commanders Drive
 Mobile, AL 36615
 Phone: 251/438-5690
 FAX: 251/438-5670

Reviewer _____ Date _____

Notes
