

# PROPERTY/BUILDING MANAGEMENT

## WHY BE CONCERNED?

Home-based businesses and hobbyists often use a variety of processes and chemicals that may generate wastes that differ from the domestic wastes generated by a residential home. Home-based businesses that offer property and building maintenance services generate the same types of wastes, paints, solvents, and cleaners that some commercial businesses do. These chemicals and associated wastes should be used, stored, and disposed of in a responsible manner to prevent contamination and to comply with the law. While it may seem that your contribution to pollution is minor, effects of chemicals, runoff, and wasted water from hundreds or thousands of homes in your region can really add up. The following pages contain a self-assessment checklist that may be completed to help you identify potential sources of pollution.

## IDENTIFY ENVIRONMENTAL RISKS

Processes and potential wastes associated with this business/hobby that could harm the environment are listed below. Check  the activities that apply to your business.

- Painting, plastering, or other activities using paints, solvents, or adhesives.
- Preserving wooden roofs.
- Sealing driveways.
- Washing equipment, vehicles, pavement, or buildings.
- Producing wastes such as carpet-cleaning wash water.
- Use of parking area for parking, loading, or storage.
- Using or maintaining vehicles and mechanical equipment.
- Storage of chemicals and wastes—outdated inventory.
- Disposal of wastes or outdated inventory.
- Disposal of construction and demolition debris.
- Disposal of clean rubble.
- Handling and disposal of lead- or asbestos-containing materials.
- Unused or abandoned well on site.

## IDENTIFY METHODS OF WASTE DISPOSAL

Check  the waste disposal methods that you use.

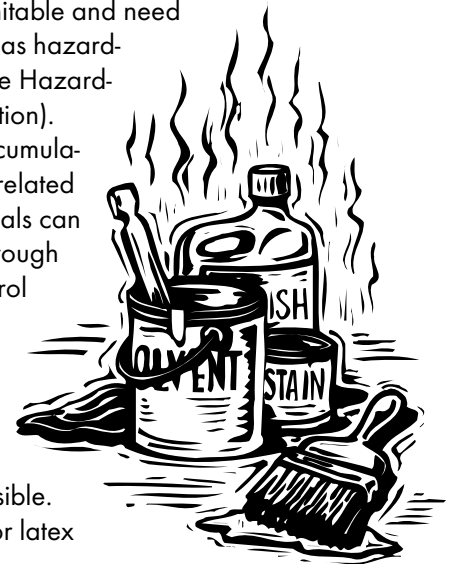
- Municipal sanitary sewer
- Septic system or lagoon
- Ground, storm sewer, or surface water

- Licensed hazardous waste disposal option
- Licensed sanitary landfill/transfer station
- Compost
- Recycle
- On-site landfill (prohibited in most cases)
- Incineration/on-site burning (see Solid Waste section)

**If your home-based business discharges its non-domestic waste to a septic system, then your business is required to complete and submit an inventory form to KDHE. For inventory forms, call KDHE at 785-296-5560. Some wastes associated with a home business are considered “industrial waste” and may not be disposed of in a septic tank or domestic lagoon. Non-domestic waste from your home-based occupation should not be disposed of in a sanitary sewer without written permission from the municipality. Never put wastes in a storm drain or dump on the ground! See Wastewater section in the front of this publication.**

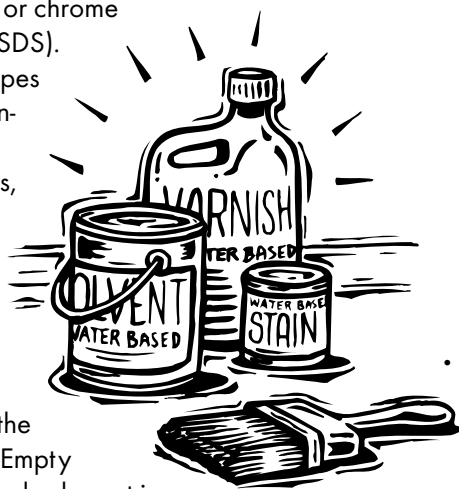
## BEST MANAGEMENT PRACTICES

- Activities such as painting, plastering, or other activities using paints, solvents, or adhesives can generally create the most problematic waste streams for this occupation. Often times small amounts of leftover product purchased for a special job can accumulate or get lost in other inventory. Solvent-based paints, thinners, and adhesives that become wastes are generally considered ignitable and need to be handled as hazardous wastes (see Hazardous Waste section). Waste and accumulation problems related to these materials can be avoided through inventory control measures and use of non-hazardous (latex) products whenever possible. Water-based or latex



paints and associated wastes are not considered hazardous unless they contain metals such as lead, mercury, or chrome (consult the MSDS).

When these types of product (non-hazardous) become wastes, they can simply be solidified with an absorbent material, like kitty litter, and then be put in the regular trash. Empty containers can also be put in the trash.



- Wastes generated as a result of preserving wooden roofs are often hazardous due to toxicity and/or ignitability. These need to be evaluated, handled carefully, and disposed of as hazardous wastes (see Hazardous Waste section).
- Wastes generated as a result of sealing driveways should be rare. Chemicals should be used up during the process. If wastes do result, they are generally considered hazardous due to their ignitability, and must be properly handled as hazardous waste. When working with this type of project, have a plan in place that will address spill control.
- Washing equipment, vehicles, pavement, or buildings generates wastewater that should be diverted away from storm drain inlets and to a sanitary sewer whenever possible. Some cities in Kansas regulate by permit an activity that generates this type of wash wastewater (see Mobile Cleaning Services section).

**Disposal of any wastes other than domestic wastes to an on-site septic system or domestic lagoon is prohibited. Never dump wastes onto the ground or into a storm drain. This practice can result in the contamination of streams, lakes, or groundwater.**

- Carpet-cleaning services generate wastewater that should never be diverted to a storm drain. This wash water should be recycled whenever possible and then drained to a sanitary sewer with permission (see Mobile Cleaning Services section).
- When parking areas are used for vehicle storage,

maintenance, supply loading, or storage, wastes related to leaking vehicle fluids and possible spills can become an environmental liability. Use care to capture and quickly repair vehicle fluid leaks, container leaks, and spills. Use a dry method for cleanup of this material, not a method that simply washes the spilled contents into the gutter or grass (see Spill Control section). Oils or other fluids generated as a result of equipment maintenance should be properly stored, recycled, or disposed of (see Vehicle/Small Engine Service and Repair section).

- Storage of chemicals and wastes should be done in a manner to prevent spills and environmental contamination. Control of inventory prevents you from having to pay for a product twice – once as a material, and then as a hazardous waste. Keep MSDSs on hand for all materials, maintain original labels whenever possible, and label hazardous wastes accordingly. Inspect the area periodically to prevent problems associated with leaks or storage incompatibilities.
- Construction and demolition debris should be disposed of at a C&D landfill rather than a sanitary landfill, whenever possible, in an effort to save valuable sanitary landfill space and save user fees. This waste is specifically defined to consist of solid wastes from construction and demolition projects, not wastes that contain friable asbestos, furniture, or garbage. Clean rubble can sometimes be disposed of on site with permission of the state or local authority. See Construction and Demolition Wastes and Clean Rubble, a KDHE Technical Guidance Document, available through the KDHE Web site or by calling SBEAP.
- Asbestos and lead-containing materials can be hazardous to human health and the environment if they are not properly removed, handled, and then disposed of. Contractors who work with this type of material attend specialized classes and are

**The Small Business Environmental Assistance Program, SBEAP, is a confidential non-regulatory program funded by the state in an effort to assist small businesses with environmental concerns. Contact the SBEAP at 800-578-8898 or [www.sbeap.org](http://www.sbeap.org) if you have questions.**

licensed. For more information, contact KDHE at 785-296-1550.

- Unused or abandoned wells should be plugged in accordance with KDHE regulations. Abandoned wells, if not properly sealed, can provide a direct route for contamination to enter the groundwater. In addition, open wells are a safety threat to small children and animals. A record of the plugging should be filed with KDHE. For more information, consult the general Water section of this document or call 785-296-3565.

## **POLLUTION PREVENTION AND WASTE MINIMIZATION OPPORTUNITIES**

- Select latex paints, stains, and adhesives whenever possible, and use drop cloths to prevent environmental contamination.
- Purchase and use the least hazardous roof preservatives and driveway sealant, and store these materials off the ground or floor in a covered area.
- When a roof or driveway must be cleaned prior to chemical application, ensure that moss, leaves, pine needles, and excess chemicals are not allowed to enter the storm drain.
- Avoid use of hazardous cleaners such as solvents or caustics; substitute less toxic or non-toxic substances as cleaning agents. See the *Cleaners in the Home*, KDHE fact sheet, downloadable from the KDHE Web site or available by calling the SBEAP.
- Wastewaters from equipment washing and carpet cleaning should be recycled and captured for disposal via a sanitary sewer system.
- Obtain permission from the wastewater treatment plant to periodically dispose of wash water to its system, in an effort to prevent the wastewater from draining to the storm or on-site septic system or lagoon.
- Keep storage and work areas clean and well organized, and keep all containers properly labeled.
- Inspect materials upon delivery, and immediately return unacceptable materials to the supplier.
- Keep accurate records/inventory of raw material usage. Mark a purchase date on each container and practice “first in, first out” so that older materials are used up before new ones are opened.
- Inventory your chemical storage and ensure storage in a manner to prevent spills and leaks. Obtain material safety data sheets.

**If you do not have a “spill kit” and a spill occurs, use kitty litter, vermiculite, newspaper, rags, or dirt to contain and absorb the liquid. NEVER wash it down the drain or into the gutter. Determine whether the waste is hazardous or not. If non-hazardous, place it in a plastic bag or sealable can and put it in the trash. If hazardous, then see the Hazardous Waste section at the front of this publication to determine disposal options.**

- Determine which wastes are hazardous wastes, solid wastes, or recyclable.
- Properly dispose of these wastes and maintain disposal records for three or more years as required by law.
- Recycle used oil, antifreeze, and other equipment fluids.
- Keep all containers covered to prevent evaporation, contamination, spillage, or drying out of contents.
- Keep waste streams separate for reuse, recycling, or treatment. Keep non-hazardous materials from becoming contaminated.
- Conserve water. Use automatic shutoffs on hoses and at wash stations. Use high-pressure, low-volume washing systems.
- Use “dry cleanup” methods. Scrape and scoop before washing down.
- Educate any employees to prevent pollution and apply best management practices wherever possible.
- Abandoned wells should be plugged and reported in accordance with KDHE regulations (see Water section).

## **WHERE TO GET MORE INFORMATION**

- The Kansas SBEAP has several publications that address these issues of regulatory compliance and pollution prevention. See the list of SBEAP publications listed at the end of this manual, or go to [www.sbeap.org](http://www.sbeap.org) to view or download.
- For questions call, 800-578-8898. All services are free and confidential.
- A summary of environmental laws is found in the introduction/preface. The following laws may be applicable to this business:
  - wastewater regulations
  - hazardous and solid waste regulations
  - air and radiation regulations

- Regulatory compliance information can be viewed or downloaded from the KDHE Web site at **[www.kdhe.state.ks.us](http://www.kdhe.state.ks.us)**.
- See Resources section at the back of this document.

**SOURCES AND ACKNOWLEDGMENTS**

- Some materials adapted with permission from the *Alabama Small Business Environmental Assistance Program*.
- Kansas Home \*A\* Syst

**ACTION STEPS**

What can you do to reduce wastes or environmental risks?	Set target dates for action.

**Notes:**