



# Municipal Good Housekeeping

Exemplifying Stewardship as a Public Worker



## MAINTENANCE & FUELING

Whether it involves departments operations or personal use, maintaining the integrity of vehicles is important. In addition, limiting the negative impacts of vehicles is critical.

### Tips:

- Fuel vehicles in designated fueling locations.
- Know how to clean up a fueling spill.
- Fill up the tank, but do not top it off.
- Repair vehicles in a designated maintenance location.
- Maintain and fuel vehicles on impervious surfaces.
- Inspect vehicles for leaks frequently.
- Wash vehicles over a trench or drain that leads to the Wastewater Treatment Plant, not a storm drain.

Contact the Stormwater Utility with any questions on fueling and the maintenance of department vehicles.

P: 574.372.9562

A: 2056 N 150 W, Warsaw



## CONSTRUCTION

Sediment is the leading pollutant for surface waters in Indiana. With this in mind, construction sites overseen by the City of Warsaw must be examples for private contractors.

### Tips:

- Plan erosion control measures specific to the construction site.
- Utilize best management practices (BMPs) to minimize negative impacts from the construction site.
- Consult with the Stormwater Utility if you have any questions during the planning of erosion control measures.

### RULE 5

If a department plans on undergoing construction that disturbs land greater than or equal to one (1) acre, the site is required to hold a Rule 5 permit.

Contact the Kosciusko County Soil and Water Conservation District for Rule 5 permitting questions.

P: 574.267.5726

A: 217 E Bell Dr., Warsaw



## SPILLS

Spills may occur during day to day operations. Vehicle maintenance, fueling, loading/unloading materials (solid and liquid), and leaking stored materials are a few examples of this.

### Tips:

- Check spill response supplies such as spill kits, spill booms, spill socks, and spill absorbent powder.
- Store materials (solid and liquid) off the ground with secondary containment.
- Clean up after yourself!

### SPILL EMERGENCY CONTACTS

Warsaw Wayne Fire Territory  
P: 911; 574.372.9552

Warsaw Police Department  
P: 911; 574.372.9511

In the event of a spill flowing into a local lake, contact the Lilly Center for Lakes & Streams.

P: 574.372.5100 (ext. 6445)

A: 200 Seminary Dr., Winona Lake



## HAZARDOUS WASTE

The City of Warsaw's number one priority is the provision of safety for both citizens and public workers. With this in mind be aware of the materials and substances used for operations.

### Tips:

- Read the label or Safety Data Sheet (SDS) to know how to properly dispose of the substance.
- Dispose of medicines at the Warsaw Police Department medicine drop-off.
- Inform the Warsaw Police Department if you find an unclaimed bag or bottle outside. It may contain harmful chemicals.
- Ask the Kosciusko County Solid Waste Management if you are unsure of how to dispose of any substance.

Most hazardous waste can be taken to our local KC Recycling Depot!

P: 574.372.3087

A: 220 S Union St., Warsaw

