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**How to use the Center for Watershed Protection's Municipal Pollution  
Prevention/ Good Housekeeping Practices Manual**

The CWP Good Housekeeping Manual outlines a methodology that can be used to evaluate departmental operations and implement effective municipal pollution prevention programs and guide day to day operations.

Step 1: Read the manual.

Step 2: Perform the Municipal Operations Analysis

Step 3: Use the Municipal Operation Profile Sheets to design and implement Good Housekeeping policies and procedures to guide the day to day operations of your department.

These Good Housekeeping Policies and Procedures that you develop for your department will be submitted to the Montgomery County Storm Water Coordinator for review and then posted and implemented as part of your Storm Water Pollution Prevention Plan (SWPPP). The process is self directed because you know best what your department does and how these pollution prevention practices can be implemented. If you require assistance, the Montgomery County Storm Water Coordinator is available to assist you in this process.

Please remember that effective pollution prevention is based on effective employee training. You are responsible for conducting and documenting yearly training in this area. You are also responsible for providing adequate training for new employees.

It is recommended that each department designate a specific employee as the SWPPP and Good Housekeeping coordinator. Their familiarity with this information will make the process smother. Also remember that the Montgomery County Storm Water Coordinator is available to assist you in conducting the Municipal Operations Analysis, as well as using the Municipal Operation Profile Sheets to design effective Good Housekeeping policies and procedures.