



**DEPARTMENT OF THE ARMY**  
JOINT BASE MYER – HENDERSON HALL  
204 LEE AVENUE  
FORT MYER, VIRGINIA 22211-1199

IMMH-EM

3 Oct 12

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EM-1, Storm Water Good Housekeeping Practices for Car Wash Fund-Raisers

1. REFERENCES.

- a. Federal Water Pollution Control Amendments of 1972/Clean Water Act
- b. Executive Order 13508 - Chesapeake Bay Protection and Restoration, 12 May 09
- c. Executive Order 13423 - Strengthening Federal Environmental, Energy, and Transportation Management, 24 Jan 07
- d. AR 200-1, Environmental Protection and Enhancement, 28 Aug 07
- e. JBM-HH Policy Memo DPW-3, Environmental Policy, no date
- f. JBM-HH Policy Memo DPW-6, Vehicle Engine Idling Prohibition, 20 Oct 09

2. PURPOSE. To establish procedures for coordinating requests for car wash fund-raisers and address good housekeeping practices for reducing the negative impacts of car wash wastewater on local water quality.

3. APPLICABILITY. This policy applies to all JBM-HH agencies, partners, tenants, military personnel, retirees, housing tenants, civilian employees and customers.

4. POLICY.

a. All requests for car wash fund-raisers submitted to the Directorate of Plans, Training, Mobilization and Security (DPTMS) must be coordinated with the Directorate of Environmental Management (DEM) to ensure impact on local water quality is mitigated.

b. Joint Base Myer-Henderson Hall's storm drainage system is designed to collect only storm water and is not connected to a wastewater treatment plant. Therefore, storm water flows through this conveyance system to receiving waters, untreated. Car washes generate water containing soap and detergents, residues from exhaust fumes, gasoline, and motor oils – all of which are pollutants that, if allowed to flow off paved areas into nearby storm drains, will end up directly in receiving waters and ultimately in the Potomac River and Chesapeake Bay. This

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waste water is considered a non-storm water discharge and is not permitted in the storm drainage system.

5. PROCEDURES.

a. Organizations planning a car wash fund-raising activity must submit a written request to DPTMS at least two weeks prior to the event. The written request shall include the name of the organization sponsoring the event, a point-of-contact and telephone number, and the date/time/duration of the event. The sponsoring organization is responsible for cleaning up the car wash site, ensuring it is free of trash and debris before and after the event, and will remove all car wash accessories (e.g. buckets, sponges, towels, cleaning products, etc) upon event termination. Soaps, detergents, and cleaners labeled "non-toxic, "phosphate-free" or "biodegradable" shall be used. Cars will not be left idling during the car wash.

b. DPTMS will:

(1) Coordinate with the DEM to determine the car wash site and schedule the car wash according to the written request.

(2) Notify the requesting organization of approval/disapproval.

(3) Notify DEM (and other organizations that may be affected) of the scheduled car wash or provide them with a copy of the written request.

c. DEM will:

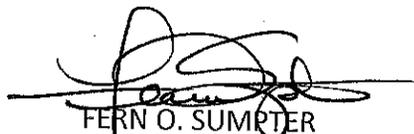
(1) Provide and review the good housekeeping checklist with the sponsoring organization's POC.

(2) Ensure equipment and/or materials needed to divert car wash wastewater from storm drains are in place prior to event start.

6. PROPONENT. The JBM-HH Directorate of Environmental Management is the proponent of this policy. POC is the Storm Water Program Manager at (703) 696-8513.

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FERN O. SUMPTER  
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Commanding