

Date Prepared 4/26/04  
Revised 1/26/09 M.Ortiz  
Prepared By P Watt

**BMP Physical Plant #14**

**TITLE:** RAGS AND PAPER TOWELS

**Regulatory Guidance:** TAGM 3031

**Applicability:** Cleaning of parts and sanitary use.

**Purpose:** Ensure the proper use and disposal of rags and paper towels.

**Person or  
Department Responsible:** Maintenance Supervisor

**Schedule:** As needed.

**Procedures:** **Paper towels**-shall only be used for sanitary purposes. The paper towels will only be stored adjacent to sinks in the department. Once used the paper towel will be disposed of into the general refuse.

**Rags**-will only be used to clean up or wipe any automotive liquids or materials such as gasoline, oils, grease, solvents, cleaners etc. Rags will not be used to the point where they are dripping free liquid and no free liquids will be present in the recycled rag containers. Once used, the rag is deemed dirty and will be placed into the red flammable containers located in the Grounds shop or the Maintenance shop. The containers must be labeled "**Recycled Rags**" and kept closed except when adding rags. On a weekly basis the approved outside laundry vendor will pick up the used rags and replace them with clean rags.

**Record keeping:** Not Applicable.

**Record Location:** Not Applicable.

**Current vendor:** Unitfirst

**Contact:** Exec Mgr Physical Plant 629-7427  
Assistant to Exec Mgr 629-7361  
Director of Environmental, Health and Safety (629-7163)

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