



Pollution prevention guidance for businesses.



Pollution Prevention & Soiled Rag Management

✓ Checklist

Background

This checklist serves as a resource for implementing the best management practices for rags, wipes, towels, and gloves usage. Implementing these management practices will reduce hazardous waste, solvent and chemical usage, risks, and purchasing costs to save money and improve environmental impact.

Best Management Practices

Launder and reuse

- ✓ Determine if available services accept contaminated or hazardous rags, wipes, towels and gloves.

Implement a new employee training program

Separate and label used rags, wipes, towels and gloves

- ✓ Clearly label a container for rags, wipes, towels and gloves that came in contact with hazardous waste.
- ✓ Put used rags, wipes, towels and gloves into proper containers for storage so they can be disposed of or sent for laundering daily.



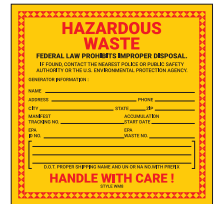
Consider using in-house or commercial launder services to manage soiled rags, wipes and towels.

- ✓ Make sure containers are metal, properly sealed, leakproof and fire-resistant. Store containers in designated spaces whose locations are communicated with employees.

Other P2 Ideas

Reduce use of hazardous chemicals and substances

- ✓ Train employees to use only the minimum amount of solvent required for a task to prevent oversaturation.
- ✓ Spray solvents or chemicals onto absorbents, don't dip or soak in the substance.



Use hazardous waste labels when required.

Collect and reuse excess solvents and chemicals

- ✓ Use containers with an elevated and perforated internal plate to segregate liquids from the rags. Some containers may include a drain plug for easier liquid removal.
- ✓ Place drip pans under leaks, machinery, and pipes to help collect excess liquids.
 - 💡 Evaluate problem for a longer-term solution.
- ✓ Use squeegees or scrapers to remove and collect excess substances from surfaces.

The actions outlined do not replace or ensure compliance with regulatory standards set by the Indiana Department of Environmental Management (IDEM). If regulatory or compliance assistance is needed, refer to IDEM's **Compliance and Technical Assistance Program (CTAP)**.

Reduce the number of cleanups necessary

- ✓ Perform routine inspections of liquid storage areas.
- ✓ Perform routine preventative maintenance of machinery, equipment, containers, and tanks.
- ✓ Reduce transfer/travel distances of materials and substances within facilities.
- ✓ Close and seal lids while not in use.
- ✓ Perform regular maintenance to minimize risk.
- ✓ Use reusable PPE when possible.



Use Personal Protection Equipment when necessary.



Use durable and reusable gloves when working in the facility.



Perform regular maintenance checks on equipment to ensure there are no leaks.

Any brand names or mention of specific commercial products or services in examples does not imply endorsement by the Indiana Department of Environmental Management.

Resources

IDEM's Compliance and Technical Assistance Program (CTAP) is a free and confidential service available to all Indiana businesses and regulated entities for on-site and remote assistance. Contact **CTAP** at **(317) 232-8172** or use the [CTAP Portal](#) to submit a request for confidential regulatory and technical assistance. For more information, visit idem.IN.gov/CTAP.

Participate in the **P2 Peers** pilot program to receive peer to peer assistance. To express interest or participate in the P2 Peers pilot program, fill out the matching survey <https://forms.cloud.microsoft/g/AcFJwyKrGN>

For more information and resources on rag, wipe, and towel management, pollution prevention strategies, or Peer Matching, visit idem.IN.gov/prevention.

