

Date Prepared 05/2001
Revised 3/24/09 P. Watt
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BMP Automotive #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:** Automotive Department Chairman

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 Automotive shops. 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.

Current Vendor: Unifirst

Record keeping: Not Applicable.

Record Location: Not Applicable.

Contact: Automotive Department Technician (629-7190)
Director of Environmental, Health and Safety (629-7163)

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