Outdoor Loading/Unloading SOP-30.0

Description of SOP:

Loading/unloading of materials usually takes place outside on docks or terminals. Materials spilled; leaked, or lost during loading/unloading may collect in the soil or on other surfaces and have the potential to be carried away by stormwater runoff or when area is clean. Loading and unloading of material may include package products, barrels, and bulk products.

Purpose of SOP:

The following procedures will prevent or reduce the discharge of pollutants to stormwater from outdoor loading/unloading of materials.

Suggested Protocols:

Loading and Unloading – General Guidelines

- Do not conduct loading and unloading during wet weather, whenever possible
- Cover designated loading/unloading areas to reduce exposure of materials to rain
- A seal or door skirt between delivery vehicles and buildings can reduce or prevent exposure to rain
- If feasible, load and unload material and equipment in covered areas such as building overhangs at loading docks
- Load/unload only at designated loading areas
- Use drip pans underneath hose and pipe connections and other leak-prone spots during liquid transfer operations, and when making and breaking connections. Several drip pans should be stored in a covered location near the liquid transfer area so that they are always available, yet protected from precipitation when not in use. Drip pans must be cleaned periodically, and drip collected materials must be disposed of properly.

Inspection

- Check loading and unloading equipment regularly for leaks
- Look for dust or fumes during loading or unloading operations

Training:

- Train employees on the proper loading and unloading procedures
- All employees shall understand stormwater discharge prohibitions, wastewater discharge requirements, and the best management practices (BMPs).
- A training log/sign-in sheet will be used to document training
- Employees will be familiar with the sites spill control plan and/or proper spill cleanup procedures

Spill Response and Prevention:

- Refer to SOP 11.0 Spill Prevention, Control, and Cleanup

- Have spill cleanup materials readily available and in a known location
- Clean up spills immediately and use dry methods (absorbents)
- Properly dispose of spill cleanup material (absorbents)
- Collected waste shall be disposed of properly