

Loading and Unloading

Best Management Practices Fact Sheet

Goal/Purpose:

Reduce potential contaminants from being discharged into the storm water system during loading and unloading activities.

Always cover material stockpiles when not in use. This protects against storm water pollution and dust problems.

Covered docks are the best way to protect products and reduce storm water runoff. Regularly check storm drains near the dock and keep debris out.

Selection of Best Management Practice Activities

To comply with the city's Storm Water Pollution Prevention Program (SWPPP), specific best management practices (BMPs) must be implemented at municipal facilities and should be selected or developed on a case-by-case basis as required.

Activity

1. Designate loading areas that are protected from storm water, when possible. Permanent or temporary covers, berms, dikes and sloped pads can be used to accomplish this goal.

During the transfer of liquid substances protect storm drains. Protection can include the placement of portable berms or dikes around the loading area and/or mats to cover storm drains.

2. Promptly repair any leaks in loading equipment.

3. Schedule material transfers when no rain is predicted or perform loading and unloading indoors.

4. Be careful to not puncture, rip, or tear containers with forklifts or hand trucks. Always use equipment appropriate for the job. Promptly place materials in their designated storage locations.

5. Check loading areas for pollutants such as fuel, oil, and grease that could come into contact with storm water runoff. Promptly clean up pollutants and appropriately dispose of the waste.

Designate a person, such as the receiving clerk, to check for spills or debris during (or shortly after) a delivery or removal.

6. Return equipment and material to their proper storage place after use.

7. Remove debris from drains and clean dock area regularly. Docks should be cleaned often to prevent accumulation of grime and debris. First, try dry cleaning the dock area; use water only if necessary. Wash water must be contained and disposed of in the

sanitary sewer. Always check with the local sanitation district prior to discharging any liquid to the sanitary sewer system.

8. Catch basins or drains should be protected from accidental spills; keep spill response equipment readily available. Consider installing valved inlet inserts, if safe and practical.

9. Do not conduct maintenance or repairs to transport equipment at the loading docks.

10. Conduct preventive maintenance on dock hydraulics, pipes, valves, pumps, and other equipment to ensure proper operation and identify potential leaks.

Contractor Requirements

1. Ensure that contractors provide the city with a copy of their storm water awareness training and procedures for protecting the storm water system. These procedures should cover activities from cleaning windows to painting an entire building.

2. Include specific contract language to inform contractors that they must comply with federal, state, and local storm water rules and regulations as required by the Clean Water Act. Amend existing contracts to include this language, if not already included.

Employee Training

Staff training may include regular tailgate sessions at those facilities that load and unload significant amounts of chemicals or raw materials. Tailgate sessions should provide information on the selected storm water BMPs and methods for preventing discharge of pollutants into the storm drain system. Encourage employees to suggest modifications for existing BMPs and to create new BMPs; their suggestions will likely reduce labor and increase storm water runoff protection. If the above-suggested BMPs require some modification to work for you or do not cover some aspect of your operations or facility, call the city storm water representative at (XXX) XXX-XXXX for assistance.

Storm water BMP training may be incorporated with other training sessions such as safety training. Records of the training sessions should be kept for at least three years. These records should include who conducted the training, who attended, subjects discussed, and the date(s) of the training.

For additional information on this and other BMPs or the city's responsibilities under the National Pollutant Discharge Elimination System (NPDES) Phase II federal regulations for storm water discharges, see <http://www.XXXX.XXXX> or contact the city storm water representative at (XXX) XXX-XXXX for assistance.