

## LD 01 - Outdoor Loading/Unloading Materials at a Dock



The loading/unloading of materials usually takes place outside on docks attached to buildings on the CSUSM campus. During this process, materials can spill, leak, or become lost and potentially be carried away by stormwater runoff. Loading and unloading of materials may include packing products that can impact stormwater conveyance systems. Exposed machinery and equipment used to unload and/or move materials to the docks may contribute pollutants during rainfall.

### Pollution Prevention Guidelines:

- Park trucks or delivery vehicles in designated areas to contain any spills.
- Limit exposure of materials with the potential to contaminate stormwater.
- Limit loading and unloading of materials to only designated area(s).
- Prevent stormwater run-on from adjacent area(s) to loading docks.
- Regularly check equipment including trucks and forklifts for leaks and spills.
- **Do not** conduct loading and unloading of materials during wet weather (whenever possible).
- Have spill cleanup materials readily available. Cleanup spills immediately and use dry methods (if possible). Properly dispose of spilled cleanup materials.
- Keep accurate maintenance logs to evaluate materials removed and completed improvements.

### Design Guidelines:

- Loading dock areas shall be covered to prevent rainfall from coming into contact with unloading/loading equipment and materials.
- Loading dock areas shall be graded so that all runoff can be directed to a sump or a holding tank. Sumps shall be designed to have no outlets to any stormwater conveyance systems. Any spilled materials shall be captured and removed and disposed off according to applicable solid waste and hazardous waste regulations.

### Inspection Guidelines:

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

### Training Guidelines:

- Train employees (e.g. fork lift operators) and contractors on proper use of equipment and spill containment and cleanup procedures.
- Employees trained in spill containment and cleanup should be present during the loading/unloading activities.
- Train employees in proper handling techniques during liquid transfers to avoid spills.