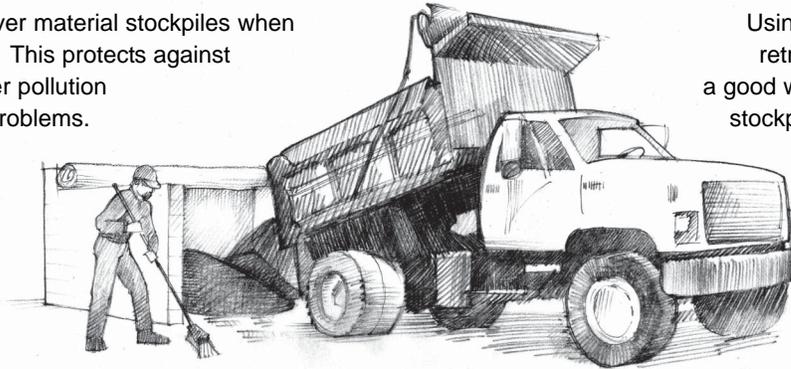


# Loading & Unloading Best Management Practices

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



Using a bin with a retractable top is a good way to contain stockpiled material.

## Selection of Best Management Practices

In order to comply with Santa Barbara County's Municipal Storm Water Permit, Best Management Practices (BMPs) must be employed at municipal facilities. BMPs may be selected from the options listed below or developed on a case-by-case basis as appropriate. Facilities with a Water Quality Protection Protocol (WQPP) should follow the BMPs stated in that protocol.

## Practices

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.
  - a. During the transfer of liquid substances protect storm drains. Protection includes the placement of portable berms or dikes around the loading area and/or mats to cover storm drains.
2. Promptly fix any leaks in loading equipment.
3. Schedule material transfers when no rain is predicted or load and unload 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.

## Goal / Purpose

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

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- a. 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.

### ***Loading docks***

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, only use water if necessary. Wash-water must be contained and disposed of to the sanitary sewer. Always check with the local sanitation district prior to discharging any liquid to the sanitary sewer line.
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 preventative maintenance on dock hydraulics, pipes, valves, pumps and other equipment to ensure proper operation and identify potential leaks.

### Contractor Requirements

11. Ensure that contractors provide the County 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.
12. Include specific contract language to inform the contractor 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, which 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

### Associated BMPs

- Housekeeping
- Spill Control & Cleanup
- Storm Drains & Catch Basins

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 Project Clean Water at 568-3440 for assistance.

Storm water BMP training may be incorporated with other training sessions such as safety training. Facilities with a Storm Water Plan should follow the training requirements stated in that Plan. Records of the training sessions must 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 County's responsibilities under the NPDES Phase II federal regulations for storm water discharges, see [www.countyofsb.org/project\\_cleanwater](http://www.countyofsb.org/project_cleanwater) or contact Project Clean Water staff at 568-3440.

Covered docks are the best way to protect products and storm water runoff.

Regularly check storm drains near the dock to keep debris out of creeks and the ocean.

