

<i>ES-301-1.03 Cargo Loading and Offloading</i>	
Document Identification Number	ES-301-1.03
Date:	March 13, 2018
Document Owner:	Kimberly Ohlson

1) Activity Description: Cargo Loading and Offloading

The following guideline outlines the general operating requirements involved in cargo loading and offloading.

2) Potential Environmental Risks

- A. The following environmental concerns are associated with these activities:
 - i) Air emissions
 - ii) Hazardous materials spills
 - iii) Oil & Grease spills
 - iv) Hydraulic fluid spills

- B. Potential consequences from performing the activity incorrectly:
 - i) Property damage, personal injury or damage to the environment
 - ii) Regulatory and judicial enforcement actions and related [financial & non-financial] penalties

3) Critical Operating Requirements

- A. Prohibited Activities
 - i) Spills of any kind shall not be washed into any sewer system or waterway, or onto any soils.

- B. General Considerations
 - i) Each operator and tenant conducting cargo loading and offloading activities is responsible for understanding the applicable regulations and managing their activities accordingly; this Environmental Guideline is meant as guidance only and does not supersede any regulations.
 - ii) Turn off diesel or gasoline powered equipment if uncertain of expected idle time.
 - iii) Do not block or otherwise restrict the flow of air through any ventilation equipment within the baggage/cargo handling areas, especially in the tunnel.
 - iv) Check the equipment for oil and hydraulic fluid leaks before use.

- C. Training Requirements
 - i) Ensure employees are trained in spill reporting procedures (call DEN Communications Center immediately at 303-342-4200 for all spills).
 - ii) Employee training programs shall inform personnel at all levels of responsibility who are involved in industrial activities that may impact Stormwater runoff. Training shall address topics such as spill response, good housekeeping, and material management practices. Contractor or temporary personnel shall be informed of plant operation and design features in order to prevent discharges or spills from occurring.

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the on-line DIA EMS document library prior to use to ensure you are using the most current copy.

4) Planning Requirements

- A. Maintain adequate supplies of spill response equipment and materials in accessible locations where spills are likely to occur.
- B. Complete the Stormwater Management Plan (SWMP) survey/matrix to assist in determining if a SWMP is required for the activity.
 - i) This document is available at <http://business.flydenver.com/environmental>.
 - ii) If applicable, the operator will need to decide whether to use the DEN SWMP or generate their own SWMP for review by DEN ES.

5) Critical Tasks

None

6) Emergency Response

- A. If a spill occurs, refer to Environmental Guideline ES-301-5.02 Spill Response.
 - i) Call DEN Communications Center immediately at 303-342-4200 for all spills.
 - ii) Control spills to minimize property damage and eliminate imminent risk to human health and the environment.
 - iii) Spills of any kind shall not be washed into any sewer or waterway, or onto any soils.
 - iv) Containerize all collected wastes and evaluate for labeling, storage and disposal.

7) Inspection and Maintenance Requirements

- A. Follow all applicable cargo company requirements.

8) Expected Records and Outputs

- A. Spill and release records for any spills
 - i) Responsible party (for the spill) notifies DEN Communications Center and completes spill report.
 - ii) Verbal or written reporting to regulatory agencies as required by their specific guidance is the responsibility of the operator.
- B. Waste management records (profiles, manifests, sample results, etc.)
 - i) Based on the disposal profile, manifests and related forms may be required. Manifests & profile forms can be obtained from the disposal facility for off-site disposal activities (manifests **are required** for hazardous, special and universal waste).
 - ii) Operator must maintain waste management records at the facility for a minimum of 3 years.
- C. Evidence of training on SWMP, SPCC Plan, and Operator SOPs, as applicable
 - i) While formal certifications are not always necessary, some form of “proof of training” (such as sign-in sheets and handouts) is expected and should be maintained on file by the operator.



- D. DEN Stormwater Management Plan (SWMP) survey/matrix.
 - i) Obtain a copy of this document at <http://business.flydenver.com/environmental>.
 - ii) Complete form and return to DEN ES for evaluation.
 - iii) Maintain survey/matrix on file after review by DEN ES.

9) References

- A. Phone Numbers
 - i) DEN Communications Center (for spill reporting) (303) 342-4200
 - ii) DEN Environmental Services (Main Line) (303) 342-2730
 - iii) Kimberly Ohlson (DIA Environmental Services) (303) 342-2637
- B. Related Environmental Documents (list is not limited to the following)
 - i) ES-301-5.02 Spill Response
- C. Applicable Regulations (list is not limited to the following)
 - i) 49 CFR 100 – 185 DOT
 - ii) 29 CFR 1910.146 Permit Required Confined Space Entry
 - iii) DEN rules and regulations
- D. Guidance Materials (list is not limited to the following)
 - i) CDPS Permit / Stormwater Management Plan

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED.
Always refer to the on-line DIA EMS document library prior to use to ensure you are using the most current copy.