



Standard Operating Procedure 007: Container & Vehicle Wash Area(s) Maintenance & Operation

1.0 PURPOSE

This procedure serves to prevent the disposal of oils, greases, and heavy metals into the municipal waste and storm water infrastructure.

2.0 REFERENCES

- 2.1 Resource Conservation and Recovery Act (RCRA)
- 2.2 ISO 14001 Standard (Operational Controls)
- 2.3 HRSD Waste Water Permits (NIT, PMT, VIG)

3.0 SCOPE AND RESPONSIBILITIES

- 3.1 The scope of this procedure is to ensure the proper use of the container & vehicle wash areas, prevent the discharge of unauthorized materials into the waste water and storm water streams.
- 3.2 The Facilities Maintenance Division is responsible to ensure proper equipment operation and maintenance of the container wash racks.
- 3.3 Facilities Maintenance Division is responsible to ensure the prevention of the disposal of oils, grease, and heavy metals into the municipal waste and storm water streams, and that the oil/water separator is maintained in such a way to accommodate collection and disposal efforts.
- 3.4 Tenants that lease wash rack space are responsible for proper operation of the wash rack and to report any problem to Facilities Maintenance. Tenants are also to report any issues with wash water escaping the wash bay to Facilities Maintenance.
- 3.5 The NIT Vehicle Maintenance Division is responsible to ensure the proper operation and maintenance of the NIT Vehicle Maintenance Wash Bay.
- 3.6 The PMT Vehicle Maintenance Division is responsible for the wash rack at Building 401.
- 3.7 The RMT Maintenance Shop is responsible for the RMT wash rack.

4.0 REQUIREMENTS

- 4.1 Inspections and Reporting Requirements
 - 4.1.1 The tenants and/or POV personnel that use the wash racks will complete a monthly stormwater inspection of the wash rack and submit records to the Sustainability Department.
(Please see section 6.0 of this procedure for inspection forms)

- 4.1.2 The Sustainability Department completes quarterly stormwater inspections of the wash racks.
- 4.1.3 NIT – 6th Street Wash Rack and Vehicle Maintenance (one sample is for both wash racks)
 - 4.1.3.1 Monthly samples are to be collected during washing activities for PH and COD:BOD. These samples are to be submitted to HRSD by the 10th of the following month.
 - 4.1.3.2 If a violation is noticed in the sample data, HRSD must be notified within 24 hours of when the violation is observed.
- 4.1.4 VIG Wash Rack
 - 4.1.4.1 Samples are to be collected twice a year (Jan – Jun and July – Dec). Samples shall be submitted to HRSD by the 10th of the following month of when the sample was collected.
 - 4.1.4.2 If a violation is noticed in the sample data, HRSD must be notified within 24 hours of when the violation is observed.
- 4.1.5 PMT B. 401 Wash Rack
 - 4.1.5.1 One sample a month has to be collected for PH during a washing activity. Contact Jennings Lab to conduct PH sample during washing activity.
 - 4.1.5.2 HRSD must be contacted 48 hours in advance of when a washing event will be occurring so they can come and take a sample. This is to be done monthly.
 - 4.1.5.3 If a violation is noticed in the sample data, HRSD must be notified within 24 hours of when the violation is observed.
- 4.1.6 PMT Sealand Wash Rack
 - 4.1.6.1 One sample a month (first wash of month) must be taken for PH. Contact HRSD and Jennings lab to sample during washing activity.
 - 4.1.6.2 HRSD must be contacted 48 hours in advance of when a washing event will be occurring so they can come and take a sample. This is to be done monthly.
 - 4.1.6.3 If a violation is noticed in the sample data, HRSD must be notified within 24 hours of when the violation is observed.

4.2 **Norfolk International Terminals (NIT)**



4.2.1 **6th Street Container Wash**

4.2.1.1 Pre-Operational Requirements

- 4.2.1.1.1. Check, and if necessary, clean and remove blockages from the wash pad drain system.
- 4.2.1.1.2. Check, and if necessary, clean the wash pad area of trash and debris generated.
- 4.2.1.1.3. Check, and if necessary, clean the intake trash recovery pit
- 4.2.1.1.4. dispose of any solids material removed from the intake recovery pit into a general trash receptacle or recycle container.

4.2.1.2 Wash Rack Operation

- 4.2.1.2.1. Use proper PPE to include protective eye wear, gloves, long pants and long sleeve shirts.
- 4.2.1.2.2. To use the wash rack, personnel will turn on the pressure washer found in the wash rack equipment room.
- 4.2.1.2.3. When washing is complete, the pressure washer is to be turned off and returned to the equipment shed.

4.2.1.3 Post-Operation Requirements

- 4.2.1.3.1. Check, and if necessary, clean and remove blockages from the wash pad drain system.
- 4.2.1.3.2. Check, and if necessary, clean the wash pad area of trash and debris generated.
- 4.2.1.3.3. Check, and if necessary, clean the intake trash recovery pit
- 4.2.1.3.4. dispose of any solids material removed from the intake recovery pit into a general trash receptacle or recycle container.

4.2.1.4 Maintenance Requirements

- 4.2.1.4.1. Facility Maintenance Personnel will conduct the following maintenance operations:

- 4.2.1.4.2. Clean the intake trash recovery pit dispose of any solids material removed from the intake recovery pit into a general trash receptacle or recycle container.
- 4.2.1.4.3. Clean the wash pad area of trash and debris generated. Wood, paper and metal banding may be disposed of in an approved general trash container, or metal recycling bin.

4.2.2 **Vehicle Maintenance Wash Bay**

4.2.2.1 The oil/water separator for this wash bay shall be cleaned out twice a year or “as needed”.

4.2.2.2 Pre – Operational Requirements

- 4.2.2.2.1. Check, clean and remove blockages from the wash pad drain system.
- 4.2.2.2.2. Check and, clean the wash pad area of trash and debris.
- 4.2.2.2.3. Check and, clean the intake trash recovery pit. Dispose of removed trash in authorized trash receptacle.
- 4.2.2.2.4. Remove all trash from equipment prior to entering the wash bay.
- 4.2.2.2.5. Place all trash and debris collected from wash pad drain system, recovery pit, and equipment in the steel drums located by the drain pad area.
- 4.2.2.2.6. Turn on the Exhaust Fan

4.2.2.3 Operatinal Requirements

- 4.2.2.3.1. Turn on the pressure washer
- 4.2.2.3.2. Use proper PPE to include protective eye wear, gloves, long pants and long sleeve shirts.

4.2.2.4 Post-Operatinal Requirements

- 4.2.2.4.1. Wash bay will be washed down and debris removed from the floor drain after each use. Dispose of all trash and debris in the steel drums located by the drain pad area.
- 4.2.2.4.2. Pressure washer pump must be turned off when finished and wand returned to proper storage place.

- 4.2.2.4.3. All cleaners and degreasers are to be stored either under cover or on containment on the wash pad area.
- 4.2.2.4.4. **DO NOT** dispose of any concentrated cleaners or degreasers into the inlet drain of the wash area as this will impair the treatment capabilities of the waste stream discharge.

4.3 Virginia International Gateway

4.3.1 Container & Small Equipment Wash Rack Wash Rack

4.3.1.1 Pre-Operational Requirements

- 4.3.1.1.1. There are no pre-operational requirements for use of the wash rack.

4.3.1.2 Post-Operational Requirements

- 4.3.1.2.1. Check, if necessary, clean and remove blockages from the wash pad drain system.
- 4.3.1.2.2. Check, if necessary, clean the wash pad area of trash and debris.
- 4.3.1.2.3. Check, if necessary, clean the drain grates
- 4.3.1.2.4. Do not dispose of any solid material removed from the drain grates into a general trash receptacle. Dipose of material into a designated non-hazardous material container for disposal by an authorized waste transporter.
- 4.3.1.2.5. Users will ensure the surrounding areas of the wash rack are clean.

4.3.1.3 General Weekly Maintenance Requirements

- 4.3.1.3.1. Check, if necessary, clean and remove blockages from the wash pad drain system.
- 4.3.1.3.2. Check, if necessary, clean the wash pad area of trash and debris.
- 4.3.1.3.3. Check, if necessary, clean the drain grates
- 4.3.1.3.4. Do not dispose of any solid material removed from the drain grates into a general trash receptacle. Dipose of material into a designated non-hazardous material

container for disposal by an authorized waste transporter.

- 4.3.1.3.5. Users will ensure the surrounding areas of the wash rack are clean.
- 4.3.1.3.6. If questionable discharge is discovered, the wash area will be shut down and an authorized environmental contractor will be called to thoroughly clean the drain line and the oil/water separator, and the drain to the storm and sanitary drop inlets within 24 hours.
- 4.3.1.3.7. If there is evidence that more than sheen is visible, spill response procedures will be invoked.
- 4.3.1.3.8. Check the pit underneath the drain grate, if the pit needs to be cleaned out, contact Facilities Maintenance Department.
- 4.3.1.3.9. Waste stream sampling is performed by an independent laboratory. Sampling results are sent to Hampton Roads Sanitation District (HRSD) with a copy retained in the Sustainability Managers Office.

4.3.1.4 Drain Pit, Oil/Water Separator, and Drain lines Maintenance

- 4.3.1.4.1. These devices are cleaned on an as-needed basis. Facilities Maintenance Supervisor will make arrangements one (1) week in advance for the maintenance requirement with an authorized waste transporter for the cleaning of the oil/water separator and connecting drain line.
- 4.3.1.4.2. Clean the intake recovery (drain) pit. Dispose of material collected into a designated trash receptacle.
- 4.3.1.4.3. Clean the wash pad area of trash and debris generated. Wood, paper, and metal banding may be disposed of in an approved general trash container, or metal recycling bin.

4.4 Newport News Marine Terminal (NNMT)

4.4.1 Operating Procedure for container and small equipment wash rack:

* wash rack is set to discharge to HRSD through the oil/water separator

4.4.1.1 To turn on water

- 4.4.1.1.1. Push the button marked **WASH**.

- 4.4.1.1.2. Pull up handle on the water connection to start the flow of water.
- 4.4.1.1.3. Commence washing operations ensuring the equipment or rear doors of the container are positioned over the inlet drain in the center of the concrete pad.
- 4.4.1.2 To turn off water
 - 4.4.1.2.1. Push the button on the controller marked **DO NOT WASH**
 - 4.4.1.2.2. The water solenoid will turn off
 - 4.4.1.2.3. Push down the handle on the water connection to close the valve and to prevent freezing of the water line during the winter months
- 4.4.1.3 All cleaners and degreasers are to be stored either under cover or on containment on the wash pad area.
- 4.4.1.4 **DO NOT** dispose of any concentrated cleaners or degreasers into the inlet drain of the wash area as this will impair the treatment capabilities of the waste stream discharge.
- 4.4.1.5 Immediately notify NNMT Maintenance for operational assistance if needed, or for equipment malfunction.
- 4.4.2 Requirements for maintenance of the container and equipment wash area and associated equipment (As Needed Basis):
 - 4.4.2.1 Check, and if necessary, clean and remove blockages from the wash pad drain system.
 - 4.4.2.2 Check, and if necessary, clean the wash pad area of trash and debris generated.
 - 4.4.2.3 Check, and if necessary, clean the intake trash recovery pit.
 - 4.4.2.4 Do not dispose of any solids material removed from the intake recovery pit into a general trash receptacle. Dispose of material collected into a designated non-hazardous material container for later disposal by an authorized waste transporter.
- 4.4.3 Requirements for maintenance of the container and equipment wash area and associated equipment (As Needed Basis):
 - 4.4.3.1 Check the first storm water inlet beyond the diverter valve (identified with Green Paint) and check for a visible sheen or oily discharge.
 - 4.4.3.2 Check the first waste water inlet beyond the oil/water separator (identified with Green Paint) and check for a visible sheen or oily discharge.

4.4.3.3 If questionable discharge is discovered, the wash area will be shut down and an authorized environmental contractor will be called to thoroughly clean the drain line to the diverter valve, the oil/water separator, and the drain lines from the diverter valve to the storm water and sanitary drop inlets within 24 hours.

4.4.3.4 If there is evidence that more than a sheen is visible, spill response procedures will be invoked.

4.4.5 The following requirements are conducted on an “as needed” basis because of the low frequency of use, for maintenance of the container and equipment wash area and associated equipment:

4.4.5.1 The NNMT Maintenance Manager will make arrangements one (1) week in advance of the maintenance requirement with an authorized waste transporter for the cleaning of the recovery pit, oil/water separator, and connecting drain line.

4.4.5.2 Clean the intake trash recovery pit. Dispose of material collected into a designated non-hazardous material container for later disposal by an authorized waste transporter.

4.4.5.3 Clean the wash pad area of trash and debris generated. Wood, paper and metal banding may be disposed of in an approved general trash container, or metal recycling bin.

4.4.5.4 Wash all remaining debris into the recovery pit drop inlet while the waste transporter’s vacuum truck is collecting.

4.4.5.5 Waste transporter is to vacuum waste water from the oil/water separator while washing all surface structures in the oil/water separator.

4.4.5.6 Waste transporter is to thoroughly vacuum the recovery pit and connecting drain line to the oil/water separator ensuring removal of any bottom debris in the recovery pit which may affect the waste stream.

4.4.5.7 All disposal records from the clean-out of the oil/water separator are stored in the maintenance office.

4.5 **Portsmouth Marine Terminal (PMT)**

4.5.1 **PMT Equipment Wash Rack (Building 401)**

4.5.1.1 Monthly Requirements

- 4.5.1.1.1. One sample a month has to be collected for PH during a washing activity. Contact Jennings Lab to conduct PH sample during washing activity.
- 4.5.1.1.2. HRSD must be contacted 48 hours in advance of when a washing event will be occurring so they can come and take a sample. This is to be done monthly.
- 4.5.1.1.3. The monthly Jennings Lab sample must be submitted to HRSD by the 10th day of the following month. Before submitting the lab sample document, ensure information on lab sample document is correct; i.e. date of sample & analysis, the parameter analyzed, unit of measurement, and the sample was taken at the correct location.
- 4.5.1.1.4. When submitting the lab report, ensure you submitting are submitting the correct lab report for the correct terminal.

4.5.1.2 Pre - Operational Requirements:

- 4.5.1.2.1. Ensure the wash rack is free of trash and debris, and blockages from the wash drain system have been removed.
- 4.5.1.2.2. Ensure the surrounding areas of the wash rack are clean.

4.5.1.3 Operational Requirements

- 4.5.1.3.1. Operational instructions for the wash racks diverter valve is posted at the wash rack.

4.5.1.4 Maintenance Requirements

- 4.5.1.4.1. Wash rack is to be cleaned after every use.
- 4.5.1.4.2. The oil/water separator is inspected on an “as used” basis. Typically every other quarter.
- 4.5.1.4.3. The oil/water separator is cleaned out on an “as-needed” basis resulting from inspections.

4.5.2 Empty Container Yard container wash area

4.5.2.1 Operation Requirements

- 4.5.2.1.1. There are no specific operating requirements for this wash area. This system is self contained.



- 4.5.2.1.2. Users will notify their respective ILA supervision for operational assistance if needed, or for equipment malfunction.
- 4.5.2.1.3. All cleaners and degreasers are to be stored either under cover or on containment on the wash pad area.
- 4.5.2.1.4. **DO NOT** dispose of any concentrated cleaners or degreasers into the inlet drain of the wash area as this will impair the treatment capabilities of the waste stream discharge.

4.5.2.2 Weekly Maintenance Requirements – Tenant Personnel will:

- 4.5.2.2.1. Check, and if necessary, clean and remove blockages from the wash pad drain system.
- 4.5.2.2.2. Check, and if necessary, clean the wash pad area of trash and debris generated.
- 4.5.2.2.3. Check, and if necessary, clean the intake trash recovery pit. Dispose of removed trash in an authorized trash receptacle.

4.5.2.3 General Quarterly requirements for maintenance

- 4.5.2.3.1. Tenant will notify Facilities Maintenance Manager of the need for removal of sludge generated by the wash equipment.

4.6 Richmond Marine Terminal (RMT)

- 4.6.1 Before use, ensure the wash rack drain is set to the “tank” setting. This will discharge the wash water to the oil/water separator.
- 4.6.2 The oil/water separator shall be inspected quarterly at a minimum and cleaned as needed.

5.0 CONSEQUENCES OF DEVIATION FROM PROCEDURE

Deviations from this procedure could result in the improper disposal of universal wastes or the improper disposal record for universal waste. Both the improper record of disposal or improper disposal of universal wastes could result in fines or notices of violation from the Virginia Department of the Environment and/or could result in harm to individuals or the environment.

6.0 ATTACHMENTS (Controlled Documents)

- 6.1 Monthly Stormwater Inspection (blank form)



6.2 Quarterly Stormwater Inspection (blank form)

7.0 RECORDS FOR MOINITROING AND MEASURING

7.1 Users Monthly Stormwater Inspections Records

7.2 Quarterly Stormwater Inspeccion Records

8.0 DEFINITIONS

Not Applicable

9.0 REVISION HISTORY

9.1 Effective Date: 06/11/2009

9.2 Latest Revision Date: 4/6/18 – added PMT Sealand Wash Rack. 3/7/17 moved PMT B. 401 wash rack onto this procedure. 2/28/17 – updated NNMT wash rack. 12/2/16 – added RMT requirements. 4/14/15 – updated requirments for NIT 6th street wash rack for new evaporator system. 4/3/15 – updated requirements for NNMT wash rack. 1/15/15 – updated division titles. 12/10/13 – revised APMT procedure – no diverter valve loctated at that wash rack. 11/13/13 – updated division and employee titles. 4/17/13 updated to reflect findings from internal audit. 7/16/12 – combined all SOP's to one for all terminals. 6/14/12 – added updated monthly inspection form. 4/2/2012 – Moved the vehicle wash bay procedure to this one and made SOP002 apply to just the heavy equipment wash rack (straddle carrier wash rack). 1/10/2012 – Revised both wash rack procedures to make one for container wash racks and one for equipment wash racks. 11/22/11 – removed contractor for straddle carrier wash rack operation.

9.3 Approval: Scott Whitehurst, Director, Environmental Policy and Compliance

9.4 Last Reviewed: 12/12/2018

9.5 Reviewer: Billy Goodson, Environmental Compliance Specialist



Monthly Facility Storm Water Inspection

All areas of this form must be completed on its entirety. If a line item does not apply to your operation, check the NA box.				
Material Storage Area Questions (Inside/Outside Areas)	Yes	No	NA	Comments
Are spill clean-up materials nearby and available for use?				
Are used batteries stored under cover, on secondary containment, and clearly labeled "Used Batteries"?				
Do used batteries have an Accumulation Start Date?				
All material drums closed, stored on secondary containment, and have proper labels?				
Are all universal waste (fluorescent bulbs) stored in closed containers/boxes with Accumulation Start Dates?				
Are Flammables stored in proper flammable cabinets?				
Any maintenance needed to ensure the containment of large spills or leaks inside the material storage room / maintenance building?				
Are Aerosol Can Puncture Devices closed (if not in use)				
Pressure Washing and Wash Rack Areas	Yes	No	NA	Comments
Are soaps and detergents kept closed and stored inside?				
Is the wash area free from litter and debris?				
If the area has an OWS is it functioning properly?				
If the OWS has a diverter valve, is it functioning properly?				
Blasting, Sanding and Painting Areas	Yes	No	NA	Comments
Are spent abrasives collected and properly disposed?				
Does painting/sand blasting take place outside?				
Does the area have evidence of paint overspray or blast grit?				
Engine Maintenance and Repair Areas	Yes	No	NA	Comments
Does the area have evidence of spills and leaks of engine fluids?				
Are oily parts stored under cover?				
Material Handling Areas	Yes	No	NA	Comments
Any evidence of material spillage on ground?				
Are all metals stored under cover or up on pallets?				
Are tires stored outside on rims?				
Are materials stored under cover?				
General Yard Areas	Yes	No	NA	Comments
Are storm water inlets in the area free from debris and dirt?				
Any visible contamination of grass/dirt areas around maintenance area?				
Are scrap parts and metal are regularly removed from the area?				
Litter and debris in the general area is:	Excessive	Minimal	None	Comments
Name of individual performing inspection:				
Company Inspected:				
Date of Inspection:				
Revision Date: 4/28/2014				