



PORTS OF
AUCKLAND

TĀMAKI HERENGA WAKA

SOPS, I&MS (2023) Waitemata Port

Ports of Auckland

June 2023

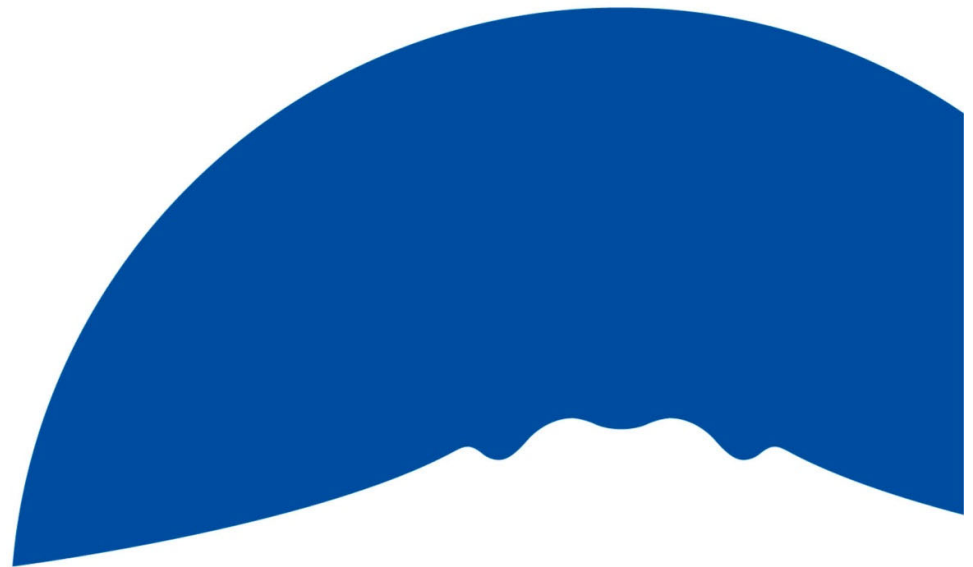



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	STANDARD OPERATING PROCEDURE	

SOP 1 BULK HANDLING AND TRANSIT – DRY	
Potential Contaminants and Nuisances:	Dust, sediment, dry product
Scope:	This SOP covers transfer, handling and transit of non-palletised and non-containerised dry bulk cargo. Refer to SOP 3 for management of stockpiles of dry bulk cargo on port.
Responsible for SOP:	Manager Multi-Cargo (or delegate)
Applies to:	Stevedores, transporters
Objective:	To prevent contaminants entering the harbour, and any bulk materials from blocking the stormwater system. To prevent migration of any bulk material beyond the extent of the bulk handling work area.
<p>Work Plan All Operators of Dry Bulk Handling operations at the port must submit for approval a work plan with details of how the operation will be undertaken, the environmental protection and control measures that will be in place. The work plan must address the items in this and all other relevant SOPs.</p>	
<p>Instructions</p> <p><i>Handling</i></p> <ul style="list-style-type: none"> - Avoid handling materials during adverse weather conditions that cause product migration beyond active berth and/or bulk handling work area (strong winds, heavy rainfall). - Close vessel hatches when necessary to prevent product migration or objectionable dust clouds in such conditions. - While unloading using grabs, grabs must be fully closed and sealed. Lower grab fully into the vessel's hold or hopper before releasing the material to minimise dust. Do not release materials from a grab at a height that allows material to disperse and escape from its intended receptacle. - Deflectors or tarpaulins must be installed along the ship's side, spanning to the wharf, to prevent material being dropped directly into the sea. - Permanent dry bulk stockpiles are not permitted in the commercial port area unless approved by POAL. - Use water sprays / misters on hoppers where necessary to prevent dust clouds when necessary or as directed by POAL. <p>Note: Water sprays can be used to reduce discharges to air however this method results in an increase of discharges to water. Because of this it is recommended that management focuses on preventing the release of material.</p> <p><i>Transportation (within port area)</i></p> <ul style="list-style-type: none"> - Cover all loads during transportation. All loads leaving the port by road must be covered prior to leaving the bulk-handling work area. All loads arriving by road must remain covered until stopped within the bulk-handling work area. - Check trucks to ensure the cover is tight and tailgate closed to prevent spillage of dry cargo. - Use compressed air to remove loose material from vehicle exterior before trucks leaving wharf. - Remove any residual material within storage unit unless cover is replaced over empty unit (to prevent wind removing residual material from the unit). - Minimise equipment idling. - Load vehicles within designated areas. - Vehicles to follow Port-designated roadways and speed limit <p><i>Housekeeping</i></p> <ul style="list-style-type: none"> - Remove all material deposited on the wharf during the handling operation, at its immediate conclusion, or as soon as possible thereafter. Ensure that any product spills of bulk material (on to the wharf deck, outside of the designated stockpile area) are contained and cleaned up immediately. - Ensure that spill kits are available and easily accessible for the duration of the operation (for wet spills). - Ensure that spill kits in dry product handling areas include suitable brushes and shovels for handling larger volumes (e.g., wide broom). - Waste or spilled material shall not be deposited into the harbour. - Sweep wharf and Port-designated road way with suction sweeper truck as required during and after bulk handling operations (refer also SOP 14). GPS tracking or similar dockets to confirm sweeper truck activities must be made available. - Ensure that wastes are removed by a waste transporter or placed in a waste transfer station/ skip designated for holding that waste (SOP 4). - Inspect material-handling equipment and ensure it is operating correctly (e.g. the grab teeth close tightly). 	


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SOP 1 BULK HANDLING AND TRANSIT – DRY		
<ul style="list-style-type: none"> - Attend to materials-handling equipment that requires maintenance and/or repairs as soon as practicable. <p><i>Incident reporting</i></p> <ul style="list-style-type: none"> - All incidents involving loss of product are to be reported to MC Ops - An incident is defined as loss of load during transit, loss of control of product grab resulting generation of dust cloud beyond the immediate work area, loss of material to harbour. 		
<p>Training</p> <ul style="list-style-type: none"> • All staff must complete POAL Environmental Awareness Induction • Train work area supervisors on SOP implementation • Train employees to deal with spill control and response and pollution control. Repeat training annually. Ensure they are familiar with POAL's Spillage Procedures. 		
Relevant Information	<p>SOP 3 – Bulk Handling –Products stockpiled on Port</p> <p>SOP 5 – Waste Handling and Disposal</p> <p>SOP 14 – Sweeping and Gross Litter Collection</p>	<p>SOP 18 - Spillage Response Procedures</p> <p>POAL Hazardous Substances and Dangerous Goods</p> <p>Code of Practice</p>

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SOP 2 BREAKBULK HANDLING AND TRANSIT

Potential Contaminants and Nuisances:	Litter, dust, sediment.	
Scope:	This SOP covers handling and transit of breakbulk cargo. The procedures for Dangerous Goods and Hazardous Substances cargo are detailed in POAL's Hazardous Substances and Dangerous Goods Code of Practice.	
Responsible for SOP:	Manager Multi-Cargo (or delegate).	
Applies to:	Stevedores, transporters.	
Objective:	To prevent contaminants entering the harbour or migrating beyond the work area. To prevent any dust or litter from blocking the stormwater system.	
Instructions		
<i>Handling</i>		
<ul style="list-style-type: none"> - While loading/unloading using cranes, lower cargo fully into the vessel's hold or down to the wharf deck (as the case may be) before releasing the cargo. Do not drop cargo from any height. - Cover temporary storage areas located outside sheds where practicable and necessary. 		
<i>Transportation (within port area)</i>		
<ul style="list-style-type: none"> - Ensure cargo is secure during transportation. - Minimise equipment idling. - Load vehicles within designated areas. - Vehicles to follow Port-designated roadways. - Minimise truck speed. 		
<i>Housekeeping</i>		
<ul style="list-style-type: none"> - Remove all material (dunnage, packaging, steel banding etc.) deposited on the wharf during the handling operation, only if it is safe to do so, or at its immediate conclusion. Accumulations of material shall be picked up prior to the wharf being swept. - Ensure that wastes are removed by a waste transporter or placed in a waste transfer station / skip designated for holding that waste (SOP 5) or, for organics (e.g., timber packing), disposed of to MAF-approved waste disposal. - Inspect material-handling equipment and ensure it is operating correctly. - Attend to materials-handling equipment or other equipment that requires maintenance and/or repairs as soon as practicable. - Ensure that spill kits are available for the duration of the operation. 		
<i>Incident reporting</i>		
<ul style="list-style-type: none"> - All incidents involving loss of product are to be reported to MC Ops. - An incident is defined as loss of load during loading or unloading, loss of load during transport within port, loss of any load or dunnage to harbour. 		
Training		
<ul style="list-style-type: none"> • All staff must complete POAL Environmental Awareness Induction • Train employees to deal with spill control and response and pollution control. Repeat training annually. Ensure they are familiar with POAL's Spillage Procedures. 		
Relevant Information	<p>SOP 3 – Bulk Handling –Products stockpiled on Port</p> <p>SOP 5 – Waste Handling and Disposal</p> <p>SOP 14 – Sweeping and Gross Litter Collection</p>	<p>SOP 18 - Spillage Response Procedures</p> <p>POAL Hazardous Substances and Dangerous Goods Code of Practice</p>

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SOP 3 BULK HANDLING – DRY PRODUCTS STOCKPILED ON PORT

Potential Contaminants and Nuisances:	Dust, sediment, stockpiled products.
Scope:	This SOP covers the management of stockpiled materials on the port (e.g., gypsum, silica sand, iron sand and calcite etc.). Transfer, handling and transit of Dry Bulk materials is covered in SOP 1.
Responsible for SOP:	Manager Multi-Cargo (or delegate).
Applies to:	Stevedores, transporters.
Objective:	To prevent contaminants entering the harbour, and any bulk materials from blocking the stormwater system. To prevent migration of any bulk material beyond the extent of the bulk handling work area.

Work Plan: All Operators of Dry Bulk Handling operations at the port must submit for approval a work plan with details of how the operation will be undertaken, the environmental protection and control measures that will be in place. The work plan must address the items in this and all other relevant SOPs

Instructions

Handling – refer to primary instruction to [SOP 1](#).

Transportation (within port area) – refer for primary instruction to [SOP 1](#).

Stockpile Management

- Use Freyberg Wharf, Jellicoe or B2 for the bulk handling of gypsum, silica sand, iron sand and calcite.
- Keep temporary stockpiles of materials on the wharf deck to less than 3 metres in height and within the load capacity of the wharf.
- Seal stockpiles on wharf dock with approved dust control chemicals (Stonewall or CDS300 or equivalent). For stockpiles on wharf greater than a period of 5 days spray with CDS300 and resprayed during the period of storage if the seal is disturbed.
- Contain cargo within perimeter walls on wharf, where practicable or as directed by POAL.
- Identify all catchpits, slot drains and stormwater drains within the work area and provide and maintain sediment control measures to prevent sediment entering stormwater drains or the harbour. Sediment control measures must be included in the Work Plan
- Where sediment or product enters the stormwater drain, the operator must have the stormwater drain cleaned by suction immediately at their own cost.
- Sweep trafficked areas immediately if sediment or other material is deposited on the ground.
- All bulk work areas to be appropriately cleaned / swept / washed as agreed with MC OPs following completion of the operation by stevedore / cargo owner prior to handing work area back to MC Ops.

Housekeeping - refer to primary instruction to [SOP 1](#).

- Ensure a sweeper is on site throughout the handling operation; undertake regular cleaning of handling areas and Port-designated roadways by sweeper truck as required (refer also to [SOP 14](#)).
- Ensure a water truck is on site throughout the handling operations and when necessary undertake regular wetting of working / roads and stockpile fringes to reduce dust generation causes by operating equipment and truck passage.
- Ensure that any product spills of bulk material (on the wharf deck, outside of the designated stockpile area) are contained and cleaned up immediately.

Incident reporting

- All incidents involving loss of product are to be reported to MC Ops.
- An incident is defined as loss of any stored product direct to harbour, generation of visible dust clouds from stockpile, loss of stockpile material to stormwater system.


STANDARD OPERATING PROCEDURE**SOP 3 BULK HANDLING – DRY PRODUCTS STOCKPILED ON PORT***Hours of Operation / Mitigation for Scrap Steel Operations*

The following hours of operation and noise mitigation measures will be mandatory for all scrap steel operations including:


Scrap type	Hours of Operation	Receivals Management	Stockpile Management	Stormwater Management	Vessel Loading
Iron Plate	7am-9pm Mon.-Sat. No receivals or loading on Sundays	Tipping from trucks onto steel plate or onto iron plate base Container sound walls to south of stockpile as close as possible to tipping area where feasible	Max stockpile height 2m Design / management of stockpile to limit sound propagation towards Parnell	Treatment device not required Triangle stormwater discharged through catchpits as usual	Bin to be landed from vessel and filled by loader on rubber mat Sound wall to be erected on berth immediately to the south of bin loading area
SR1	7am-9pm Mon.-Sat. No receivals or loading on Sundays	Tipping from trucks onto steel plate or onto SR1 base Container sound walls to south of stockpile as close as possible to tipping area where feasible	Max stockpile height 2m Design / management of stockpile to limit sound propagation towards Parnell	Catch pits to be sealed and stormwater ponded on triangle Treatment of ponded runoff required prior to discharge to stormwater system	Bin to be landed from vessel and filled by loader on rubber mat Sound wall to be erected on berth immediately to the south of bin loading area
Shred / HMS from stockpile using front end loader	Receival and vessel loading 7am-11pm Mon-Sun. No operations between 11pm and 7am	Tipping from trucks onto steel plate Container sound walls to south of stockpile as close as possible to tipping area where feasible	Max stockpile height 3m Design / management of stockpile to limit sound propagation towards Parnell	Catch pits to be sealed and stormwater ponded on triangle Treatment of ponded runoff required prior to discharge to stormwater system	Bin to be landed from vessel and filled by loader on rubber mat
Shred / HMS from stockpile using grab	Receival 7am-11pm Mon-Sun. Vessel loading 24/7	Tipping from trucks onto steel plate Container sound walls to south of stockpile as close as possible to tipping area where feasible	Max stockpile height 3m Design / management of stockpile to limit sound propagation towards Parnell	Catch pits to be sealed and stormwater ponded on triangle Treatment of ponded runoff required prior to discharge to stormwater system	Bin to be landed from vessel onto rubber mat Sound wall to be erected on berth immediately to the south of bin loading area Loading from northern end of stockpile to make sure noise propagation to Parnell from stockpile operations is reduced by stockpile itself Grab to be lowered into bin to minimise fall distance of scrap – especially into empty bin.
Shred / HMS from vehicle	Receival / Vessel loading 24/7			Catch pits to be sealed and stormwater ponded on triangle Treatment of ponded runoff required prior to discharge to stormwater system	Bin to be landed from vessel and filled by loader on rubber mat Sound wall to be erected on berth immediately to the south of bin loading area

Training


- All staff must complete POAL Environmental Awareness Induction
- Train work area supervisors on SOP implementation

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SOP 3 BULK HANDLING – DRY PRODUCTS STOCKPILED ON PORT	
<ul style="list-style-type: none"> Train employees to deal with spill control and response and pollution control. Repeat training annually. Ensure they are familiar with POAL's Spillage Procedures. 	
Relevant Information	SOP 1 – Bulk Handling and Transit - Dry SOP 18 - Spillage Response Procedures SOP 5 – Waste Handling and Disposal SOP 14 – Sweeping and Gross Litter Collection

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SOP 4 SHIPPING CONTAINER TRANSFER		
Potential Contaminants and Nuisances:	Organic materials (e.g., wine, milk, greases/oils) and inorganic dry and liquids chemicals/materials (e.g., hydrogen peroxide, minerals, etc.) can produce a range of negative environmental effects in the harbour.	
Scope:	This SOP covers handling of containerised cargo. Additional procedures for Dangerous Goods and Hazardous Substances cargo are detailed in the POAL Hazardous Substances and Dangerous Goods Code of Practice.	
Responsible for SOP:	GM Operations, Manager Stevedoring, Manager Multi-Cargo (each responsible within own port area)	
Applies to:	Stevedores, transporters	
Objective:	To prevent damage to containers and cargo during handling operations in order to prevent spills of cargo contents. To prevent discharge of contaminants in to the stormwater as a result of handling operations.	
Instructions		
<i>Handling</i>		
<ul style="list-style-type: none"> - Take care at all times when handling containers, especially during lifting and placing. All handling should be undertaken in a controlled manner. - Place shipping containers – do not drop them from any height. - Whenever practicable, use top-lifting container-carrying plant (e.g., straddle carriers, reach stackers, truck equipment, cranes) and not forklifts. - Take particular care with fork placement if use of forklifts for container handling cannot be avoided. 		
<i>House keeping</i>		
<ul style="list-style-type: none"> - Provide moveable bunds with suitable capacity (18,000L for twenty-foot shipping containers) at each container-handling wharf in order to address major spills from shipping containers. - Provide appropriate spill response equipment (spill kits) for minor spills. - Deal with spills immediately as per POAL's Spillage Procedures - SOP 18 (use moveable bunds at each container-handling wharf). - Sweep and clean shipping container handling areas regularly as per the sweeping and litter removal regime in SOP 14. 		
<i>Incident reporting</i>		
<ul style="list-style-type: none"> - All incidents involving loss of product are to be reported to the responsible Shift Supervisor. - An incident is defined as loss of product or liquid from a container that contacts pavement within port. 		
Training		
<ul style="list-style-type: none"> • Make staff aware of importance of careful, controlled shipping container handling and consequences of neglect and provide training. Repeat training annually. 		
Relevant Information	SOP 14 – Sweeping and Gross Litter Collection SOP 18 - Spillage Response Procedures	POAL Hazardous Substances and Dangerous Goods Code of Practice

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SOP 5 WASTE HANDLING AND DISPOSAL	
Potential Contaminants and Nuisances:	Oils, metals, solvents, organic waste, litter, office rubbish.
Scope:	This SOP covers procedures for waste handling and disposal, including hazardous, non-hazardous wastes. The collection of gross litter before sweeping operations is detailed in SOP 14.
Responsible for SOP:	All Business Unit Managers (each responsible within own business unit area).
Applies to:	All port users.
Objective:	To ensure appropriate segregation of waste types, and to ensure that waste is contained and disposed of offsite safely and without risk of contaminants entering the stormwater system or harbour.
Instructions	
<i>Housekeeping Measures</i>	
<ul style="list-style-type: none"> - Empty waste receptacles frequently to keep storage of waste to a minimum and avoid overloaded disposal containers. - Empty waste receptacles for organic waste (garbage) as soon as they are filled up. - Compact waste (e.g., drums) as much as possible but ensure that no materials residues (e.g., paints, solvents) are present. - Segregate and separate waste, especially hazardous and non-hazardous. - Store oily wastes (e.g., oiled rags) separately from the rest of the solid waste. All waste oil should be disposed of in a waste oil-recycling facility. - Clearly label hazardous waste and store separately. - Hazardous materials or contaminated wastes are to be sealed in plastic bags prior to disposal [note there are a range of engineering cleaners that may degrade/dissolve plastic]. - Recycle waste material wherever possible (e.g., plastics, glass, paper/card, metals) and place into correct recycle storage bins, refer to figure 1 for locations. - Keep lids of external bins closed. - Keep waste / garbage storage areas and surroundings as clean as possible and perform regular housekeeping activities. Where practicable, these should coincide with operation area maintenance and cleaning schedules. - Ensure waste handling, transport and disposal is carried out by licensed and competent organisations, and that, where required, waste disposal meets MAF/quarantine requirements. Waste contractors to record accurately waste disposal volumes for all waste removed from the Port. - Ensure that waste management contracts involving outside waste disposal require proof of disposal to appropriate destination. - Ensure that spill kits are located in proximity to all exterior waste storage areas. 	
<i>Equipment</i>	
<ul style="list-style-type: none"> - Store solid waste either in watertight plastic wheelie bins with lids or in storage areas that are paved and protected from stormwater run-on and run-off, and covered where practicable. - Store liquid waste in approved storage units. All units must be accurately labelled and carry appropriate Hazardous Substance labels if contents are hazardous. - Inspect wheelie bins every three month for water tightness and every year for structural integrity. Repair/replace as necessary - Keep open waste containers covered. - Only use skips with plugged drain holes to prevent leaks from waste materials. - Provide bins for hazardous and non-hazardous solid wastes for each work area. - Ensure catch pits in and around waste handling and storage areas have suitable filtration devices fitted. 	

SOP 5 WASTE HANDLING AND DISPOSAL


Training	<ul style="list-style-type: none"> • Provide appropriate level of employee training in the following areas: <ul style="list-style-type: none"> - Waste reduction/ recycling hierarchy, including location of hazardous and non-hazardous waste bins. - Spill response and prevention, including the identification of materials, location and use of spill kits and appropriate disposal measures. • Repeat training annually. 	
Relevant Information	SOP 14 – Sweeping and Gross Litter Collection	SOP 18 - Spillage Response Procedures

Figure 1; Recycling bin locations




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SOP 6 WORKSHOP AND MAINTENANCE AREAS			
Potential Contaminants and Nuisances:	Organic and inorganic materials (polyaromatic hydrocarbons, minerals, greases/oils, solvents).		
Scope:	This SOP covers procedures for mobile plant and equipment maintenance in the workshop areas, including straddle carrier maintenance areas.		
Responsible for SOP:	Manager Engineering.		
Applies to:	Workshop users, plant maintenance contractors.		
Objective:	To prevent any organic or inorganic contaminants entering the stormwater system or harbour.		
Instructions			
<i>Workshop and Maintenance Areas</i>			
<ul style="list-style-type: none"> - Undertake plant repairs and maintenance only in workshop and designated maintenance areas. - No wet work allowed on portable equipment on the Port unless authorised by Engineering Shift Supervisor or Engineering Manager. - Undertake plant washdown (except quay cranes) only in designated washdown area (refer to SOP 10). - Provide and maintain adequate supplies of spill response equipment (refer also to I&M 6). 			
<i>Products and Storage</i>			
<ul style="list-style-type: none"> - Avoid using chlorinated solvents unless an alternative solvent is unavailable. - Store all liquids in secure, covered, labelled containers in areas where flows are directed to trade waste drains as far as practicable and away from stormwater drains. Provide covered, bunded (e.g. tray bunds/drip pans; blockwork bunds) areas for all liquid storage containers. - Ensure that bunds provide containment for 110 % of the volume of the bunded container (I&M 1). - Provide adequate, leak-proof, separated waste containers for recyclable oils, plastics, glass, card/paper, non-recyclable liquids, non-recyclable solids, batteries, solid oily wastes as per SOP 4. - Store equipment that may leak oils, antifreeze, and transmission fluid in areas where flows are directed to trade waste drains as far as practicable. - Carry out inspections of all equipment regularly for leaks. Repair any equipment found to be leaking as soon as practicable. Tag identified equipment as having a leak and provide means of collecting leakage to avoid contact with ground. - Do not overstock with any hazardous products. 			
<i>Housekeeping</i>			
<ul style="list-style-type: none"> - Clean up immediately after any spills of chemicals, oils and debris. Follow the SOP 18 - Spillage Response Procedures. - Inspect bunded areas as per I&M 1. Empty tray bunds, drip pans/bunded areas as required in accordance with I&M 1. - Dispose of waste, including absorbent material used for spills, appropriately (refer to SOP 5). - Label all waste containers clearly to indicate contents. - Drain containers of chemicals/ oils into appropriate waste containers before discarding original containers to appropriate waste. - Use dry cleanup methods (e.g., sweeping, sorbant and pickup) to remove solid material before wet cleanup (hosing down). Use wet cleanup in areas where flows are directed to trade waste drains and away from stormwater drains. - Drain all fluids into appropriate waste containers and remove batteries from plant and equipment which is to be destroyed. 			
Training			
<ul style="list-style-type: none"> • Provide training in handling and storage. Repeat training annually • Provide training in POAL Spillage Response Procedures. • Educate employees of the environmental implications from plant and equipment storage, and maintenance. 			
Relevant Information	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> I&M 1 – Bunding I&M 6 – Spill Kits SOP 5 – Waste Handling and Disposal </td> <td style="width: 50%; vertical-align: top;"> SOP 10 – Plant and Equipment Washing/Cleaning SOP 11 – Use and Storage of Hazardous Substances Used Onsite SOP 18 - Spillage Response Procedures </td> </tr> </table>	I&M 1 – Bunding I&M 6 – Spill Kits SOP 5 – Waste Handling and Disposal	SOP 10 – Plant and Equipment Washing/Cleaning SOP 11 – Use and Storage of Hazardous Substances Used Onsite SOP 18 - Spillage Response Procedures
I&M 1 – Bunding I&M 6 – Spill Kits SOP 5 – Waste Handling and Disposal	SOP 10 – Plant and Equipment Washing/Cleaning SOP 11 – Use and Storage of Hazardous Substances Used Onsite SOP 18 - Spillage Response Procedures		

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SOP 8 SHIPPING CONTAINER CLEANING / WASHING	
Potential Contaminants and Nuisances:	Organic and inorganic substances, oily wastes, greases, debris, soaps, detergents.
Scope:	This SOP covers procedures for the cleaning / washing of shipping containers at the container wash facility adjacent to Shed 2.
Responsible for SOP:	GM Operations, Container Wash Supervisor.
Applies to:	Container Wash users.
Objective:	To prevent any organic or inorganic contaminants entering the stormwater system or harbour.
Instructions	
<i>Activities in wash area</i>	
<ul style="list-style-type: none"> - Clean/wash shipping containers in designated container wash area as designated in appendix F of the EMP:S only. - Use only transwash detergent provided on-site for washing containers. - Provide containment (e.g., tray bunds) for cleaning products and use and store cleaning products in accordance with SOP 11. - Provide spill kits within 20 m of banded liquids, unless they are enclosed in a banded area (e.g., at workshop), in which case provide spill kits within 100 m). 	
<i>Housekeeping</i>	
<ul style="list-style-type: none"> - Clean up spills immediately. Follow SOP 18 - Spillage Response Procedures. - Dispose of waste, including spill waste in accordance with SOP 5: dispose of solid debris found in the shipping containers in specially marked 'hazardous materials' waste containers. - Do not overstock on cleaning products. - All waste handling and disposal to be in accordance with SOP 5 Waste Handling 	
Fergusson Wash Facility: Routine cleaning of drains and baskets:	
<ul style="list-style-type: none"> - The area must be thoroughly washed down regularly. Catchpit baskets must remain in place at all times during wash down. - All debris collected in the baskets must be disposed of in the MAF bins. - Baskets must be emptied regularly to prevent build up and blockages. 	
Training	
The operator is responsible for providing appropriate level of employee training in the following areas:	
<ul style="list-style-type: none"> • Use of the wash facility including routine cleaning of the facility. • Waste reduction/ recycling hierarchy, including location of hazardous and non-hazardous waste bins. • Train employees to deal with spill control and response and pollution control. Ensure they are familiar with SOP 18 - Spillage Response Procedures. 	
Relevant Information	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>I&M 6 – Spill Kits</p> <p>SOP 5 – Waste Handling and Disposal</p> </div> <div style="width: 45%;"> <p>SOP 11 – Use and Storage of Hazardous Substances Used Onsite</p> <p>SOP 18 - Spillage Response Procedures</p> </div> </div>


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SOP 10 PLANT AND EQUIPMENT WASHING/CLEANING		
Potential Contaminants and Nuisances:	Organic materials oils, greases, detergents), inorganic dry materials and liquids (minerals, greases/oils) can produce a range of negative environmental effects in the harbour.	
Scope:	This SOP covers washing activities carried out on vehicles, equipment and machinery that operate within the POAL site only, including quay cranes. It does not cover plant that is not exclusively working at the Port, such as haul trucks etc.	
Responsible for SOP:	GM Operations, Manager Engineering, Container and Cargo Wash Supervisors.	
Applies to:	All users of wash facilities, all contractors, all port users.	
Objective:	To prevent any organic or inorganic contaminants entering the stormwater system or harbour.	
Instructions		
<i>General:</i>		
<ul style="list-style-type: none"> - Undertake vehicle and equipment washing in designated areas (e.g., engineering workshop, heavy vehicle maintenance area). - Do not hose down plant and equipment near open stormwater drains. - Washing areas should be paved, and equipped with a treatment device. - Prevent solid debris from entering the drains. - Clean up immediately after dry washing and before wet washing. - Use (as much as practicable) biodegradable detergents. - Provide containment and well labelled areas for detergents. - Do not overstock on cleaning products. - Provide clearly labelled waste skips and dispose of waste as per SOP 5. 		
<i>Quay Cranes:</i>		
<ul style="list-style-type: none"> - Use potable water for crane washdown. - Place temporary bunds around foot of crane to capture washwater from spray gun cleaning of 'sill beams'. - Dispose of banded washwater to approved trade waste, or by sucker truck to waste treatment facility. - Place waste grease material removed from cranes in covered buckets. - Dispose of waste grease as soon as is practical as per SOP 5. - Remove temporary bunding and any cleaning and waste materials before leaving the site. 		
<i>Incident reporting</i>		
<ul style="list-style-type: none"> - All incidents involving loss of contaminated wash water are to be reported to the Supervisor overseeing the works and included in PortSafe. - An incident is defined as a loss of washwater to the stormwater system or directly to the sea. 		
Relevant Information	I&M 1 – Bunding I&M 3 – Oil and Water Separator I&M 5 – Site Drainage	SOP 5 – Waste Handling and Disposal SOP 11 – Use and Storage of Hazardous Substances Used Onsite SOP 18 - Spillage Response Procedures


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SOP 11 USE AND STORAGE OF HAZARDOUS SUBSTANCES USED ON-SITE

Potential Contaminants and Nuisances:	Chemicals such as oils, fuel, grease, solvents, paints, detergents	
Scope:	This SOP covers the use and storage of hazardous substances used for everyday workshop and yard activities. Procedures for hazardous substances cargo are detailed in the POAL Hazardous Substances and Dangerous Goods Code of Practice.	
Responsible for SOP:	GM Operations, Manager Multi-Cargo, Manager Marine, Manager Engineering, All Contractor Managers and Supervisors (each responsible for own activities/ area).	
Applies to:	All port users.	
Objective:	To safely store and use hazardous substances in order to prevent contamination of stormwater system or harbour.	
Instructions		
<i>Storage Areas and Facilities</i>		
<ul style="list-style-type: none"> - Hazardous substances are to be on/off loaded from vehicles and stored on paved areas. - Inspect paved areas regularly for cracks and seal any cracks discovered as soon as possible. - Locate storage areas as far as practicable from stormwater drains, or in areas directed to trade waste drains. - Label storage facilities clearly to show the hazardous substance stored in that location and maintain appropriate signage around facilities. Use approved HAZNO signage. - Ensure storage facilities are contained, roofed and locked to prevent vandalism. - Ensure storage containers/tanks for hazardous materials are clearly labelled for identification using approved HAZNO signage. - Ensure storage containers/tanks are appropriate to their contents and environment to avoid corrosion. - Store hazardous substance containers, bags and drums away from roadways/passageways to prevent accidental spills or ruptures by passing staff and vehicles. - Bund storage areas in accordance with the following: <ul style="list-style-type: none"> - Incompatible substances shall be stored in separate bunds. - Bunded areas shall be covered to prevent the entrance of rainwater as far as possible. - Bunds shall also be able to cope with a rupture in or spill from the pumps, pipes, filling and decanting methods associated with the bunded container. - The volume of bunded areas shall be equivalent of 110% of the largest container. - Ensure all hazardous substances and associated wastes are disposed of in a suitable and safe manner. - Remove liquids in bunds as per I&M 1. - Dispose of used hazardous substances and containers used for storing them in accordance with SOP 5. - Drums containing hazardous substances shall be stored with secure lids to: <ul style="list-style-type: none"> - Prevent entry of rainwater, and - Prevent spillage if the drum is accidentally knocked over. 		
<i>Registers</i>		
<ul style="list-style-type: none"> - All contractors / lessees and Port business units to prepare and maintain a current Hazardous Substances Inventory for any hazardous substances used / handled or stored on site - Make the register available upon request by the POAL management team or Auckland Council. - Update the register at least once per year and whenever there is a change in the type of hazardous substances stored on site. - The register shall be in accordance with Health and Safety at Work Act – Hazardous Substances Regulations 2015 requirements. 		
<i>Incident Reporting</i>		
<ul style="list-style-type: none"> - All incidents involving loss of product from any hazardous substance are to be reported to the Supervisor overseeing the works and included in PortSafe. - An incident is defined as spillage of products or waste to pavement. 		
Training		
<ul style="list-style-type: none"> • Ensure there are sufficient on-site approved handlers who are trained to handle hazardous substances. • Provide appropriate level of employee training in the following areas: <ul style="list-style-type: none"> - Appropriate use and storage techniques of hazardous substances; - Safe disposal practices, and - Spillage response procedures. • Repeat training annually. 		
Relevant Information	I&M 1 – Bunding SOP 5 – Waste Handling and Disposal	SOP 18 - Spillage Response Procedures POAL Hazardous Substances and Dangerous Goods Code of Practice

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SOP 12 FUELLING OPERATIONS		
Potential Contaminants and Nuisances:	Petroleum hydrocarbons	
Scope:	This SOP covers procedures to be applied to fuelling operations in the straddle carrier re-fuelling area and heavy plant refuelling/maintenance area.	
Responsible for SOP:	Manager Engineering, Manager Multi-Cargo, Contractor Managers (each responsible for own activities/ area).	
Applies to:	All port users and contractors undertaking refuelling on port.	
Objective:	To prevent any fuel related contaminants entering the stormwater system or harbour.	
Instructions		
<i>Fuelling Areas and Operations</i>		
<ul style="list-style-type: none"> - Carry out fuelling operations in designated refuel areas identified in the EMP:S that are paved using heavy duty asphaltic concrete or reinforced concrete. - Collect flows from the fuelling areas and direct them towards oil / water separator(s) or trade waste drains. - Ensure automatic emergency alarm or shut down systems are in place for areas with permanent fuel tanks. - Provide spill kits at each refuelling area. - Clean up spills immediately. Follow SOP 18 - Spillage Response Procedures(note that these procedures cover isolation of spills to prevent vehicles tracking spilt material). - Provide disposal bins for used spill response supplies. Disposal bins are to be covered to prevent water entering them. Contents are to be disposed of appropriately (SOP 5). 		
<i>Incident Reporting</i>		
<ul style="list-style-type: none"> - All incidents involving loss of fuel are to be reported the Supervisor overseeing the works and included in PortSafe. - An incident is defined as loss of fuel to pavement or loss of fuel to harbour. 		
Training		
<ul style="list-style-type: none"> • Provide spill response training to employees. Repeat annually. • Make employees aware of environmental implications of spills. 		
Relevant Information	SOP 5 – Waste Handling and Disposal	SOP 18 - Spillage Response Procedures

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SOP 13 BUILDING AND GROUND MAINTENANCE

Potential Contaminants and Nuisances:	Oils, paint residues, solvents, metals, scrap metal, dust, cleaning agents.
Scope:	This SOP covers maintenance activities carried out on buildings, and ground works such as excavations. It includes buildings that are situated over water. It gives procedures to be put in place at each stage of the maintenance process.
Responsible for SOP:	Manager Engineering (Engineering Workshop), Supervisor Civil (all other areas).
Applies to:	All port employees and contractors undertaking building and ground maintenance.
Objective:	To prevent contaminants entering the harbour or migrating beyond the work area. To prevent any dust or litter from blocking the stormwater system.

Instructions	
<i>Site Preparation</i>	
<ul style="list-style-type: none"> - Locate any stormwater drains, including wharf deck drains, and signpost them, if necessary, to ensure they can be easily protected if a spill occurs. - Secure all loose material and provide cover to prevent it from being blown out. - Provide and clearly label storage space for cleaning agents, paints, paint strippers and other maintenance products (SOP 11). - Dispose of non-hazardous maintenance wastes in accordance with SOP 5. - Keep all materials needed for spill response close at hand. Appropriate equipment includes absorbent material, transportable bunds, shovels, bags and buckets. - For any maintenance works requiring land disturbance, ensure spill and erosion and sediment control equipment (e.g. catchpit inserts) is installed to prevent release of pollutants likely to be generated through activities. 	
<i>Maintenance Activities</i>	
<ul style="list-style-type: none"> - When undertaking any paint repair work on a building built before 1980, port staff or contractors must check paint for lead using appropriate lead paint test kit. If lead based paint is identified, maintenance work procedures should be adjusted accordingly (e.g. Worksafe matters and loss to environment). - When undertaking any repair work on any building port staff or contractors must check POAL's Asbestos Register and develop an appropriate Asbestos Management Plan for the works if the register indicated the presence of Asbestos containing material within the work area. Use roller-brush painting rather than spraying where practicable. - Where practicable, use environmentally sensitive alternatives to harmful substances (e.g., paint strippers etc.). - Do not overstock on maintenance materials (e.g., paint). - Place any open container or tray on a stable surface in a stable position so it is unlikely to spill. - To reduce the occurrence of accidental spills, securely close cans, bottles and tins when not in use. At the end of each working day store them in the designated storage areas. - Clean up any spillages of cleaning agents, paints and other maintenance products immediately as per SOP 18 - Spillage Response Procedures, and NEVER dispose of spills over the side of wharves into harbour waters. 	
<i>Clean Up</i>	
<ul style="list-style-type: none"> - After cleaning operations, contain and mop up excess liquids and wastes (i.e., dry clean-up) as much as possible. - Do not wash brushes and equipment or rinse empty containers by flushing them under running water where the water may drain into the sewer or stormwater system. - Never empty washwater from water-based or solvent-based paints directly into a stormwater drain or onto pavement where it may enter a drain or the harbour. - Dispose of solid and liquid waste, including from erosion and sediment control equipment, as per SOP 5. 	

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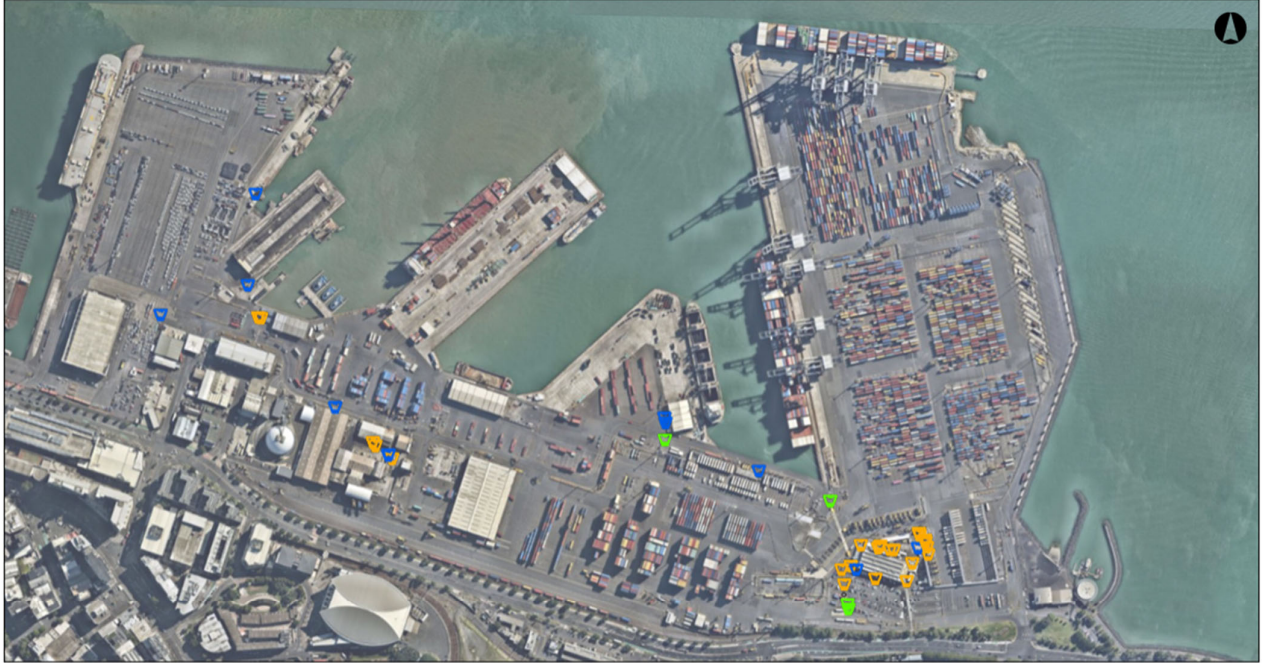
SOP 14 SWEEPING AND GROSS LITTER COLLECTION	
Potential Contaminants and Nuisances:	Dust, sediment, litter
Scope:	This SOP covers procedures for sweeping of paved areas around the commercial port site and collection/removal of gross litter.
Responsible for SOP:	GM Port Infrastructure, Manager Multi-Cargo, Manager Engineering.
Applies to:	Contractors, stevedores, sweeping contractor.
Objective:	To prevent contaminants entering the harbour. To prevent any dust or litter from blocking the stormwater system.
Instructions <ul style="list-style-type: none"> - Pick up accumulations of large material (gross litter e.g., packaging, steel banding etc.) daily, and prior to the pavement or wharf being swept, and place in rubbish skips. Dispose of organics (e.g., timber packing) to MAF-approved waste disposal. - Cover rubbish skips at all times (unless rubbish is actively being placed into them). - Empty rubbish skips and bins at least weekly, or when full. - Locate rubbish skips and bins as shown on figure 2, attached, and in additional areas as directed from time to time by the Sustainability and Environmental Advisor. - Undertake regular sweeping on all paved areas, both indoors and outdoors, as per the frequency shown in the Ports of Auckland current Sweeping Plan contained in the EMP:s - Sweep after every handling operation involving dry bulk cargo. - Use a sweeper truck regularly on all accessible outside paved areas. Use “dry” sweeping techniques. - Sweep smaller material by broom away from the wharf edges and other areas to ensure the sweeper truck is able to pick it up. - Use “dry” sweeping techniques for indoor paved areas. - Dispose of sweepings and skip contents responsibly as per SOP 5 and NEVER over the side of wharves into harbour waters or into the stormwater network. Record quantity of material collected and disposed of by sweeper truck. <p><i>Incident Reporting</i></p> <ul style="list-style-type: none"> - All incidents involving loss of product are to be reported to MC Ops. - An incident is defined as spillage of products or waste to harbour. 	
Training <ul style="list-style-type: none"> • Provide appropriate level of staff training in the following areas: <ul style="list-style-type: none"> - Effects of litter and sediment on harbour water quality • Repeat training annually. 	
Relevant Information	SOP 5 – Waste Handling and Disposal

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Figure 2; General waste bin locations







PortMap; General Waste



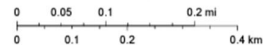
June 8, 2023

POAL Environmental


Solid Waste General Waste

-  3rd Party Waste Bin
-  Heavy Oversize Materials Bin
-  POAL Waste Bin
-  <all other values>

1:5,687



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SOP 15 MAF DECONTAMINATION		
Potential Contaminants and Nuisances:	Organics, detergents, disinfectants	
Scope:	This SOP covers procedures for decontamination / washing facilities for MAF requirements	
Responsible for SOP:	MAF Wash Supervisors.	
Applies to:	All MAF wash users.	
Objective:	To prevent organics, detergents, disinfectants entering the harbour or stormwater system or migrating beyond the work area.	
Instructions		
<ul style="list-style-type: none"> - Locate MAF decontamination facilities in paved areas isolated from stormwater drains. - Do not overstock on cleaning and disinfection products. - Store hazardous materials in accordance with SOP 11. - Clean up spills immediately following SOP 18 - Spillage Response Procedures. - Collect all washwater from decontamination washing and either: <ul style="list-style-type: none"> - Treat and dispose of to trade waste; or - Arrange for appropriate removal and disposal by licensed waste contractor (refer to SOP 5). - Dispose of all other waste in accordance with MAF requirements. 		
<i>Incident Reporting</i>		
<ul style="list-style-type: none"> - All incidents involving loss of product are to be reported to MC Ops. - An incident is defined as spillage of products or waste to pavement, loss of waste to harbour. 		
Training		
<ul style="list-style-type: none"> • Provide appropriate level of staff training in the following areas: <ul style="list-style-type: none"> - Use and storage of hazardous materials. - Spillage procedures. - Hazardous organisms. • Repeat training annually. 		
Relevant Information	SOP 5 – Waste Handling and Disposal SOP 11 – Use and Storage of Hazardous Substances	SOP 18 - Spillage Response Procedures

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SOP 16 REFUELLING VESSELS FROM MOBILE TANKER ON WHARF

Potential Contaminants and Nuisances:	Petroleum hydrocarbons and bulk liquids.
Scope:	This SOP applies to Bunkering vessels at the Waitemata Seaport by mobile tankers located on wharf.
Responsible for SOP:	GM Operations, Manager Multi-Cargo, Manager Marine.
Applies to:	All Bunkering Operators.
Objective:	To prevent any contaminants entering the stormwater system or harbour.

Instructions	
<i>Refuelling Areas and Operations</i>	
<ul style="list-style-type: none"> - All Bunkering Operations shall be undertaken in accordance with the Operator’s Tier 1 Spill Response Plan and Methodology approved by Auckland Harbourmaster. - All Bunkering Operators must hold a valid Tier 1 Spill Response Plan approved by Auckland Harbourmaster to operate across POAL’s wharfs. - All shore based Bunkering Operations across POAL’s wharf’s must be notified in advance by forwarding a copy of the Auckland Harbourmaster’s FUEL OIL AND BUNKERING OPERATIONS NOTIFICATION AND PRECAUTIONS FORM at the same time as notification to the Harbourmaster is made. - This notification to POAL should include a preferred date and time for the Bunkering Operation to occur. - Notification and information to be forwarded to: <ul style="list-style-type: none"> i. mcops@poal.co.nz for general wharves, ii. ctopsc@poal.co.nz for Ferguson terminal, iii. rob.willighagen@poal.co.nz for POAL Vessels - The respective POAL department will check the Operation activities scheduled for that date/time and confirm suitability to the Operator by email. - The Operator must carry a copy of this confirmation to enable access to the Port. - All Tankers will be escorted to and from the berth by POAL Security. Although for the Ferguson terminal, the final escort on to the terminal itself will be by Operations staff. - Bunkering shall be supervised by the mobile tanker operator’s staff trained in safe refuelling procedures. - Hose joints and connections to be bunded. Bunding shall provide minimum 30L capacity if truck is fitted with automatic shut-off valves. If automatic shutoff valves are not fitted, bunding must have capacity of 110% of tank compartment. - Refuelling shall not occur during DG transfer to or from the vessel. - Avoid Bunkering in adverse weather conditions (strong winds, large waves, heavy rainfall) where practicable or at the discretion of Ports of Auckland. - Mobile tankers must carry all necessary spill kits detailed in the Operator’s approved Tier 1 Spill Plan at all times. . - Man and watch the operation at all times during each Bunkering Operation. - A copy of a completed/signed Pre-Bunkering Checklist should be either handed to the relevant POAL staff member if bunkering a POAL vessel or left with Security on the way out of the Port for a third party vessel. - If the Operator’s approved Tier 1 Plan does not include a pre-bunkering checklist, POALs Bunkering Confirmation checklist (attached) can be used. 	
<i>Spill Response</i>	
<ul style="list-style-type: none"> - <u>Turn off / halt Bunkering immediately</u> if spill occurs or connections appear loose. Do not recommence Bunkering until after clean-up and re-checking and re-connecting pipelines. - Any Spill that occurs during bunkering, the Bunkering Operator in charge must undertake the notification as per their approved Tier 1 Spill Response Plan. In addition, report all spills on general wharves immediately to; <ul style="list-style-type: none"> Ports of Auckland Multi-Cargo (09) 348 5346, and Ferguson Terminal to the Shift Manager (09) 348 5322. - If the spill occurs after 11 pm anywhere on the Port, report the spill to the Ferguson Shift Manager (09) 348 5322 	

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SOP 16 REFUELLING VESSELS FROM MOBILE TANKER ON WHARF		
<ul style="list-style-type: none"> - Clean up spills immediately. Follow approved Response Plan and SOP 18 - Spillage Response Procedures (note that these procedures cover isolation of spills to prevent vehicles tracking into spilt material). - Dispose of all contaminated material and used spill response supplies offsite - A copy of any formal Spill Notification made to the Harbourmaster should also be emailed to mcops@poal.co.nz within 24 hrs of the event. <p><i>House keeping</i></p> <ul style="list-style-type: none"> - Remove all materials, waste, bunding and any other items prior to departing the wharf. Dispose of all non-contaminated waste in accordance with SOP 5. Dispose of all contaminated material off-site to contaminated landfill. <p><i>Incident reporting</i></p> <ul style="list-style-type: none"> - All incidents involving loss of product are to be reported to Multi Cargo Operations staff and Harbour Control. - An incident is defined as fuel spillage to pavement or to harbour. 		
<p>Training</p> <ul style="list-style-type: none"> • The Bunkering Operator must ensure that all operators are appropriately trained in accordance with their approved Tier 1 Spill Response Plan. POAL reserves the right to request evidence of this training of employees at any time. 		
Relevant Information	SOP 5 – Waste Handling and Disposal	SOP 18 - Spillage Response Procedures

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SOP 17 CIVIL INFRASTRUCTURE CONSTRUCTION ACTIVITIES

Potential Contaminants and Nuisances:	Dust, general litter, building materials and building waste materials;
Scope:	This SOP covers procedures to be applied in the immediate vicinity of temporary construction activities undertaken at the commercial port site. Procedures for Dangerous Goods and Hazardous Substances are detailed in POALs Hazardous Substances and Dangerous Goods Code of Practice.
Responsible for SOP:	GM Port Infrastructure, Supervisor Civil, Contract Managers.
Applies to:	All port users and contractors undertaking construction works on site.
Objective:	To prevent contaminants entering the stormwater system, harbour or atmosphere as a result of construction activities at the Commercial Port.

Instructions	
<i>Pre-Start</i>	
<ul style="list-style-type: none"> - Before works can start, the Contractor must have an approved Construction Environmental Management Plan (CEMP). - Workers on-site to be made aware of CEMP. - Contractor must meet Resource Consent conditions required (if any) prior to works starting and during works. - Approved CEMP to be kept on site and made available at all times. 	
<i>Construction sediment management</i>	
<ul style="list-style-type: none"> - Identify and install mesh and filter cloths over all catch-pits in immediate vicinity (within 10 m) and downstream of construction works area (refer Auckland Council TP90 – erosion and sediment control). - Truck tyres to be kept clean to avoid tracking debris off construction site - Install dust 'shades' when undertaking works likely to produce dust, to limit spread into Harbour. - Use a water truck at the construction site where appropriate to control dust. 	
<i>Spill Response</i>	
<ul style="list-style-type: none"> - Provide and maintain adequate spill response equipment on-site. - Deal with spills immediately as per SOP 18 Spillage Procedures. 	
<i>Housekeeping</i>	
<ul style="list-style-type: none"> - Trucks involved in construction to use approved routes only. - Contractor to provide bins and rubbish skips (where applicable) on-site. - Pick up accumulations of large material (litter and building waste materials) daily and place into rubbish skips. Dispose of organics to MAF-approved waste disposal. - If contaminated material is encountered or suspected (e.g., in excavation), notify POAL's Environmental Advisor immediately. - Contaminated water to be contained and taken off-site for disposal. - Sweeping and gross litter collected to be managed as per SOP 14. - Stockpiles to be managed as per SOP 03 – Bulk Handling of Products Stockpiled on Wharf Deck. Waste handling and disposal as per SOP 5 - Sites to be kept tidy at all times. - All debris and waste material to be cleaned from site at the end of each day. - Cover rubbish skips at all times (refer to SOP 14). 	
<i>Equipment</i>	
<ul style="list-style-type: none"> - Construction equipment to be certified and checked and maintained regularly by Contractor. Certification and inspection records to be made available (if required). 	
<i>Products and Storage</i>	
<ul style="list-style-type: none"> - All hazardous chemicals are to be stored safely in a defined area (approved by POAL) in accordance with SOP 11: Use and Storage of Hazardous Substances Used Onsite. - All hazardous chemicals stored on site to be recorded with up to date MSDS's. 	

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SOP 17 CIVIL INFRASTRUCTURE CONSTRUCTION ACTIVITIES		
Training		
<ul style="list-style-type: none"> • Train employees to deal with spill control and pollution control. Repeat training annually. 		
Relevant Information	SOP 5 – Waste Handling and Disposal SOP 14 – Sweeping and Gross Litter Collection	SOP 11 - Use and Storage of Hazardous Substances Used Onsite-

SOP 18 SPILLAGE RESPONSE; RESPOND TO A (NON-EMERGENCY) SPILL INCIDENT

Potential Contaminants and Nuisances:	Organics, inorganics (hydrocarbons, minerals, greases/oils), detergents, disinfectants and cleaning agents, paint and solvents,-metal and scrap metal, dust.
Scope:	<p>This SOP explains how to respond to a spillage of solid or liquid material, in order to prevent contaminants from entering the storm water drain or the harbour. A spill incident at POAL can occur at any of the following areas:</p> <ul style="list-style-type: none"> • The wharf • The pavement • The road • Into the storm water drain • Over the edge of the wharf. <p>i This SOP covers the immediate response to a (non- emergency) spillage³. For more information on how to manage a spill incident, refer to SOP 18 Manage a (Non-Emergency) Spill Incident.</p>
Responsible for SOP:	GM Port Infrastructure, Contract Managers, Spill Manager
Applies to:	All port users and contractors undertaking construction works on site.
Objective:	To prevent contaminants entering the stormwater system, harbour or atmosphere as a result of construction activities at the Commercial Port.

All Port Users

Before you begin, ensure you have completed the relevant training.

Step	Action								
1	<p>When a spill occurs, evaluate whether the situation is safe for you and other port users. Consider the following:</p> <ul style="list-style-type: none"> - Can you hear, see, or smell any evidence of flames, smoke, vapour, gas, aerosols or sprays in the vicinity of the spillage? - Does the spill involve hazardous substances or dangerous goods - can you see red or orange warning diamonds on the containers or signs in the area? - Does the spill involve a quantity of liquid larger than can be contained immediately and safely? - Is the spill running onto port roadways, or over the wharf edge? 								
2	<table border="1"> <tr> <td>Choose one of the following:</td> <td></td> </tr> <tr> <td>If the spillage is ...</td> <td>Then ...</td> </tr> <tr> <td>Safe</td> <td>Go to Step 3 (Isolate-Contain-Notify)</td> </tr> <tr> <td>Not safe</td> <td>Go to Step 5</td> </tr> </table>	Choose one of the following:		If the spillage is ...	Then ...	Safe	Go to Step 3 (Isolate-Contain-Notify)	Not safe	Go to Step 5
Choose one of the following:									
If the spillage is ...	Then ...								
Safe	Go to Step 3 (Isolate-Contain-Notify)								
Not safe	Go to Step 5								
3	If the spillage is safe, ISOLATE the area by using cones or tape.								
4	<p>If possible, use a nearby spill kit to CONTAIN the spill, including:</p> <ul style="list-style-type: none"> - Spread absorbent "kitty litter" on the spilled liquid to soak it up - Use sausage booms to contain the spill or to surround stormwater drains and catchpits, to prevent the spill from reaching the harbour - Place spill mats over stormwater catchpits to prevent the spill from entering the drainage system. <p>Go to Step 8.</p>								

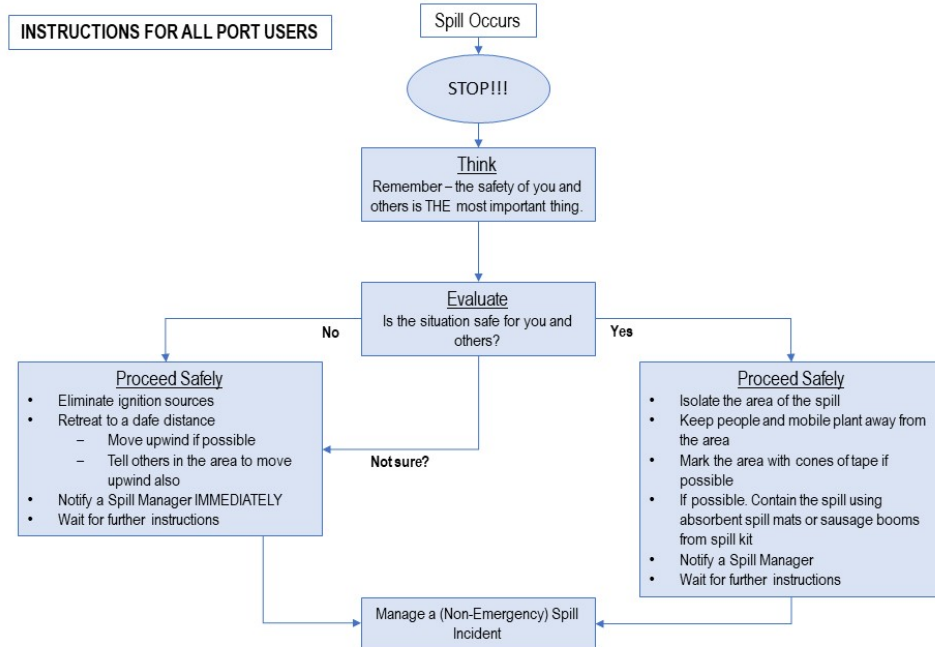
SOP 18 SPILLAGE RESPONSE; RESPOND TO A (NON-EMERGENCY) SPILL INCIDENT

5	<p>If the spillage is not safe:</p> <ul style="list-style-type: none"> - Shut down any equipment and stop any activity that involves potential sources of ignition - Advise others to also shut down their equipment.
6	<p>If possible, to do so safely, make a note of any information that identifies what substance(s) have been spilled. This information could include details from the hazard pictograms.</p>
7	<p>Retreat to a safe distance upwind and advise others to do the same. Continue to Step 8.</p>
8	<p>NOTIFY - Report the situation to a Spill Manager immediately and follow instructions from Spill Manager.</p> <p>Spill Managers are trained in how to manage a spill and can be any one of the following:</p> <ul style="list-style-type: none"> - Your immediate supervisor - Fergusson Shift Supervisor 09 348 5322. - The Engineering Shift Supervisor - Multi-Cargo Operations Co-ordinator 09 348-5346
9	<p>Training:</p> <ul style="list-style-type: none"> - All port users – environmental awareness training (online), including information on spill kits and how to use them in initial spill response. - Spill Managers – up to date training in spill management, provided by Health & Wellness Advisor.
10	<p>Equipment:</p> <ul style="list-style-type: none"> - Personal protective equipment - Cones and tape used to isolate spill areas - Spill kits - located around the site as shown on Spill Kit Plan - The Spill Kit Plan must include the location and type of spill kits and the details of the Manager responsible for inspecting the kits. <p>Each spill kit must be inspected weekly by the Operations Area in which the kit is located. The purpose of the inspection is to ensure that each spill kit has the full quantity of necessary materials. Managers of each area are responsible for this and may use internal or external resources to inspect the spill kits.</p>

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SOP 18 SPILLAGE RESPONSE; RESPOND TO A (NON-EMERGENCY) SPILL INCIDENT

Flow Chart



Relevant Documents

- Hazardous, Dangerous Goods and Spill Management Definitions
- POAL Emergency Procedure 2 – Marine Oil Spill
- POAL Emergency Procedure 8 – Dangerous Goods Release at Port

SOP 18 SPILLAGE RESPONSE; MANAGE A (NON-EMERGENCY) SPILL INCIDENT

Potential Contaminants and Nuisances:	Organics, inorganics (hydrocarbons, minerals, greases/oils), detergents, disinfectants and cleaning agents, paint and solvents, metal and scrap metal, dust.
Scope:	<p>This SOP procedure explains how to manage to a spillage of solid or liquid material, in order to prevent contaminants from entering the storm water drain or the harbour. A spill incident at POAL can occur at any of the following areas:</p> <ul style="list-style-type: none"> • The wharf • The pavement • The road • Into the storm water drain • Over the edge of the wharf. <p>This SOP covers the management of a (non-emergency) spillage. For more information on how to respond to a spill incident, refer to SOP respond to a (non-emergency) spill incident</p>
Responsible for SOP:	GM Port Infrastructure, Contract Managers, Spill Manager
Applies to:	All port users and contractors undertaking construction works on site.
Objective:	To prevent contaminants entering the stormwater system, harbour or atmosphere as a result of construction activities at the Commercial Port.

Spill Manager

Procedure		
Step	Action	
1	Evaluate the safety of the situation:	
	If the spillage ...	Then ...
	Involves flames, smoke, vapour, aerosol, spray or gas	Immediately evacuate the area and notify Emergency Services – Dial (1) -111
	Involves hazardous substances or dangerous goods	Refer to POAL Emergency Procedure 8 – Dangerous Goods Release at Port
	Involves Marine Oil that has entered the harbour	Call HarbourMaster immediately and refer to POAL Emergency Procedure 2 - Marine Oil Spill
Is not a danger to Port Users	Go to Step 2.	
2	<p>If the spillage is not dangerous, assess whether the spill can be dealt with locally.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> - Has the source of the spill been stopped or can it be easily and safely stopped? - Is the spill likely to reach stormwater drains or the harbour? - Can the spill be cleaned up using a local spill kit? - Can the volume of substance that has been spilled be contained using the available spill kit materials? 	
3	<p>If not already done <u>“Isolate” & “Contain”</u>, use a spill kit to contain the spill, including:</p> <ul style="list-style-type: none"> - Spread absorbent “kitty litter” on the spilled liquid to soak it up 	

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	<ul style="list-style-type: none"> - Use sausage booms to contain the spill or to surround stormwater drains and catchpits, to prevent the spill from reaching the harbour - Place spill mats over stormwater catchpits to prevent the spill from entering the drainage system.
4	<p>Once the event is stabilised then Evaluate:</p> <ul style="list-style-type: none"> - Who needs to be notified? Other port operations, Customs, MPI, the consignee, external contractor for spill response. ⊘ If any substance has entered the stormwater drains or harbour Notify AT Harbourmaster immediately (09) 362 0397. - Confirm what clean-up actions are required
5	<p>Act:</p> <ul style="list-style-type: none"> - Absorb the material with neutral absorbent - Sweeping and collecting in appropriate contaminated material bins - Use of washing and sweeper/suction trucks or mobile sweeper <p>⊘ Any material that enters the stormwater drains must be removed immediately</p> <p>Within 24 hours of containing the spill, clean up and dispose of all spillage and used spill kit materials.</p> <p>⊘ Dispose of these materials in the dedicated contaminated material disposal bins around the port.</p> <p>⊘ Ensure proper disposal of this contaminated material offsite (refer Spill Kit Maintenance)</p>
6	<p>Monitor: Over at least two days, monitor the effectiveness of the clean-up operations, including the following actions:</p> <ul style="list-style-type: none"> - Arrange further cleaning as necessary - Re-stock and replace the spill kits - Dispose of contaminated waste material to approved site.
7	<p>Report:</p> <p>Report the spill on PortSafe as Incident Category “Environmental” including:</p> <ul style="list-style-type: none"> - The cause and nature of the spillage - The actions taken - The effectiveness and following of procedures - Your recommendations <p>The report should be forwarded to all parties involved in the spill for comment</p>
8	<p>Training:</p> <ul style="list-style-type: none"> - Spill Managers – up to date training in spill management, provided by Container Terminal Ops - All port users – environmental awareness training (online), including information on spill kits and how to use them in initial spill response

SOP 18 SPILLAGE RESPONSE; MANAGE A (NON-EMERGENCY) SPILL INCIDENT

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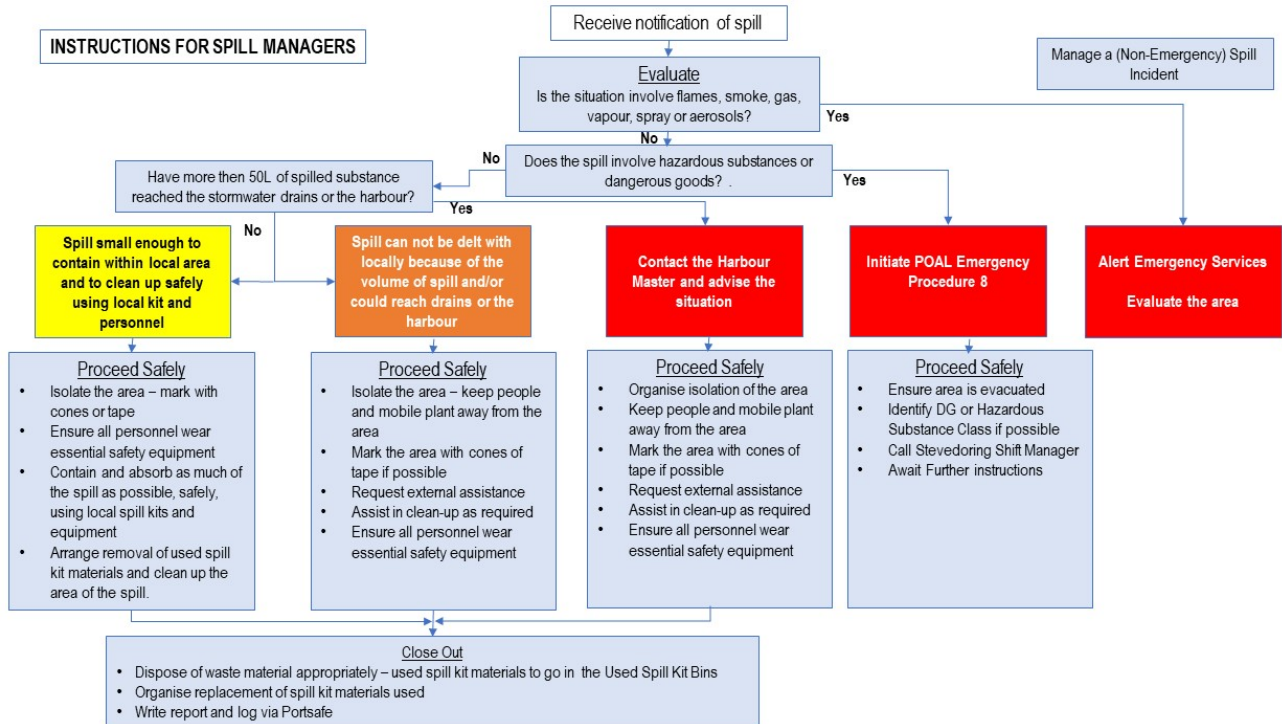
Equipment:

- Personal protective equipment
- Cones and tape used to isolate spill areas
- Spill kits - located around the site as shown on the Spill Kit Plan
- The Spill Kit Plan must include the location and type of spill kits and the details of the Manager responsible for inspecting the kits.



- Each spill kit must be inspected weekly by the Operations Area in which the kit is located. The purpose of the inspection is to
- Ensure that each spill kit has the full quantity of necessary materials
 - Contaminated material bins are emptied and material is disposed offsite to approved contaminated waste site.
 - Managers may use internal or external resources to inspect the spill kits.

INSTRUCTIONS FOR SPILL MANAGERS



Relevant Documents

- Hazardous, Dangerous Goods and Spill Management Definitions
- POAL Emergency Procedure 2 – Marine Oil Spill
- POAL Emergency Procedure 8 – Dangerous Goods Release at Port








STANDARD OPERATING PROCEDURE

Hazardous Substances, Dangerous Goods and Spill management Definitions

Hazardous Substances

Hazardous substances will display a pictogram on labels, cases, containers and/or on signage at areas where hazardous substances are stored or used.

A hazardous substance can be any material that has one or more of the following hazardous properties:






Hazardous Substances	Pictogram
Explosiveness	
Flammability	
Oxidising capacity	
Harmful	
Corrosiveness	
Toxicity	
Ecotoxicity	



The above list is not comprehensive. Other similar labels and signage might also be used.

STANDARD OPERATING PROCEDURE
Dangerous Goods

Dangerous goods are materials that are being transported, which have dangerous properties, including the hazardous properties listed for hazardous substances, but also including other properties, such as radioactivity. The transport and storage of Dangerous Goods is regulated by international laws and conventions, and by separate pieces of New Zealand legislation. Dangerous goods will display a pictogram on labels and signs of bulk containers or vehicle/vessel signage when the goods are being held or transported.

Dangerous Goods	Pictogram
Explosiveness	
Flammability	
Oxidising capacity	
Corrosiveness	
Toxicity	



The above list is not comprehensive. Other similar labels and signage might also be used.

Spill Manager

The person responsible for managing the response to a spill, and in particular for undertaking the relevant tasks outlined in the SOP.

Terminal	Spill Manager
Ferguson	Shift Supervisor
Multi-Cargo	Multi-Cargo Operations Coordinator or Ferguson Shift Manager, or Third-party stevedore on-site supervisor All PortSafe reporting for Multi-Cargo Spills to be done by the Multi-Cargo Operations Coordinator
Engineering	Engineering Shift Supervisor



All Spill Managers must complete relevant POAL training in spill response management.
 All persons working on the port must have a trained Spill Manager within their team or reporting line, currently on site.

Spill Kit

A collection of items to be used in case of spill, leak or other discharge, to contain and/or absorb the spilled material and to prevent or reduce the possibility of it reaching the drainage system and/or the harbour.

The locations of spill kits at POAL are shown in the Spill Kit Plan.

There are two types of spill kit at Ports of Auckland:

Large Spill Kit	Mobile Spill Kit
<ul style="list-style-type: none"> - Moved by Forkhoist - Contains absorbent, catchpit rubber mats, and absorbent socks. 	<ul style="list-style-type: none"> - Wheely bin kit - Contains absorbent pads, socks and pillows, PPE, disposal bags - Co-located with wheely bin of bulk absorbent material.
	

- i Some activities require additional spill kits to be located at the site of the activity. Where an approved activity requires a spill kit on site, POAL may order the activity to cease immediately if a spill kit is not available on site.
- i Each spill kit must be inspected weekly by the Operations Area in which the kit is located. The purpose of the inspection is to
 - o Ensure that each spill kit has the full quantity of necessary materials
 - o Contaminated material bins are emptied, and material is disposed offsite to approved contaminated waste site
 - o Ensure that spill kit is in the designated location, or the Spill Kit Location Plan is updated to reflect new location.

Managers may use internal or external resources to inspect the spill kits.

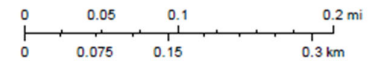
Port Spill Kit Locations




February 16, 2022

■ Spill Kit


1:4,514




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SOP 19 BULK CEMENT UNLOADING	
Potential Contaminants and Nuisances:	Cement dust, sediment and noise generated from unloading activities, hydrocarbons from plant
Scope:	This SOP covers the transfer of bulk cement from ship to storage silo via a closed pipe transfer system and ship unloader if applicable and all associated activities.
Responsible for SOP:	Manager Multi-Cargo.
Applies to:	Cement Terminal Operator, Stevedore.
Objective:	To prevent migration of cement from a vessel and entering the stormwater system or harbour or being deposited on property and/or cargo and to prevent hydrocarbon spills from associated plant.
Work Plan	
<p>Prior to commencing bulk cement unloading operations at the port the operator must submit for approval a work plan with details of how the operation will be undertaken, the environmental protection and control measures that will be in place. The work plan must address the items in this and all other relevant SOPs.</p>	
Instructions	
<i>Handling</i>	
<ul style="list-style-type: none"> - Commence discharge of cement once a thorough pre-start check of equipment has been completed to ensure no dust will be released from the equipment (unloader, wharf manifolds, pipeline, silo) and associated connections once operational. - Avoid handling materials during adverse weather conditions that cause product migration beyond the vessel (strong winds, heavy rainfall) or at the discretion of POAL. Close vessel hatches when necessary to prevent product migration or objectionable dust clouds in such conditions. - Ensure that spill kits are available and easily accessible for the duration of the operation. - Use water foggers on vessel holds to prevent dust clouds being generated or as directed by POAL. - Ensure cement is not released to atmosphere when opening ship's holds. 	
<i>Transportation</i>	
<ul style="list-style-type: none"> - All discharge of cement at POAL is to be via fixed unloading infrastructure and pipeline (e.g., an enclosed pressurised system, no bulk grab extraction into trucks is permitted). - All transport of cement by truck within the port must be in enclosed cement tank trucks. No open tray trucks are permitted. - All trucks are to be clear of loose cement (including wheels) prior to transiting through POAL. 	
<i>Housekeeping</i>	
<ul style="list-style-type: none"> - Ensure that any product spills of bulk material or mechanical fluids are contained and cleaned up immediately. - Waste or spilled material shall not be deposited in to the harbour. - Sweep wharf with suction sweeper truck during and after bulk handling operations (refer also SOP 14) as required. GPS tracking or similar docket to confirm sweeper truck activities must be made available. - Ensure that wastes are removed by a waste transporter or placed in a waste transfer station / skip designated for holding that waste (SOP 5). - Inspect material-handling equipment and ensure it is operating correctly (e.g. no leaks of product or mechanical fluids from cement unloader, connections and pipeline). - Attend to materials-handling equipment that requires maintenance and/or repairs as soon as practicable. - Ensure sock is fitted to cement unloader suction nozzle whenever it is moved out of a hold, where applicable. - Ensure cement unloader suction nozzle is never submersed in the harbour, where applicable. 	
<i>Incident Reporting</i>	
<ul style="list-style-type: none"> - All incidents involving loss of cement are to be reported to MC Ops. - An incident is defined as the generation of a visible cloud of cement that is transported away from the activity location, loss of cement to port pavement or direct to harbour. 	
Training	
<ul style="list-style-type: none"> • All staff must complete POAL Environmental Awareness Training • Train work area supervisors on SOP implementation 	

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SOP 19 BULK CEMENT UNLOADING		
<ul style="list-style-type: none"> Train employees to deal with spill control & response and pollution control. Repeat training annually. Ensure they are familiar with POAL's Spillage procedures. 		
Relevant Information	SOP 5 – Waste Handling and Disposal SOP 11 – Use and storage of hazardous substances on site	SOP 14 – Sweeping and Gross Litter Collection SOP 18 - Spillage Response Procedures

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SOP 20 FREYBERG TRIANGLE STORMWATER TREATMENT DEVICE MANAGEMENT DURING SCRAP STEEL HANDLING	
Potential Contaminants and Nuisances:	Scrap metal, dissolved metal, litter, dust, sediment
Scope:	This SOP covers procedures for the removal of stormwater build up on Freyberg Wharf for the management of scrap steel temporarily stored on Freyberg Wharf during handling and loading. General waste handling and disposal is detailed in SOP 5.
Responsible for SOP:	GM Port Infrastructure, Supervisor Civil, Contract Managers.
Applies to:	All port users and contractors undertaking construction works on site.
Objective:	To prevent contaminants entering the stormwater system, harbour or atmosphere as a result of construction activities at the Commercial Port.
Instructions	
<i>General</i>	
<ul style="list-style-type: none"> - Wharf to be maintained in accordance for SOP 3: Bulk Handling Dry Products stockpiled on Port for all issues except for stormwater management 	
<i>Stormwater pumping procedure</i>	
<ul style="list-style-type: none"> - Scrap steel to be stockpiled only in central part of Fryberg triangle that drains to central catchpits. - When used for the bulk storage of scrap metal, both central catchpits to be blocked to create a sump. One catch-pit seal to include a sump designed to facilitate pumping from the lowest point, the second outlet to include an upstand designed as an outlet and to retain pond equivalent to AC's designated water quality flow. - High-vis cones should be placed around this catch-pit outlet for visibility to Wharf users. - Place portable treatment device between the two catch-pit outlets, ensuring that water flowing out of the device outlet discharges directly to the second catchpit. - Place the pump near the treatment device and insert the end of the pump's inlet pipe into the blocked catch-pit outlet. - Insert the end of the pump's outlet pipe into the inlet of the treatment device (this is the long pipe at the lower end of the unit). - The pump should be placed on the lowest setting practicable for the size of the ponding. - Before starting the pump log the following on the attached log sheet: <ul style="list-style-type: none"> i. Area of the scrap metal pile; ii. Area of the ponded water; iii. Ponded water depth; iv. Last rain event; v. Duration the scrap metal pile has been situated on the wharf. vi. Log the pump start time and end time; vii. Log the pump flow rate as shown on log sheet. - After all stormwater has been pumped from the site turn off the pump. - After pumping has finished, log: <ul style="list-style-type: none"> i. Duration of pumping; ii. Service of the device following each use (refer to <i>Equipment Maintenance</i> below). - Once loading operations have been completed ensure the triangle and wharf decks are swept firstly using a suitable powerful electromagnet and secondly a suction sweeper truck before any further use of the area is permitted. 	
<i>Housekeeping</i>	
<ul style="list-style-type: none"> - Between stormwater events ensure the wharf is kept free of scrap metal, sediments, dust and other potential contaminants according to SOP 5 and SOP 14 as appropriate. <ul style="list-style-type: none"> i. Accumulations of material shall be picked up prior to the wharf being swept. - Report any equipment that requires maintenance and/ or repairs to a Multi Cargo Operations Co-ordinator as soon as practicable. - Attend to equipment that requires maintenance and/or repairs as soon as practicable. 	
<i>Monitoring</i>	
<ul style="list-style-type: none"> - Stormwater quality monitoring to be conducted every 2nd shipment for at least 2 discrete occasions if practical. Each discrete occasion to include at least 4 inlet and 4 outlet samples taken over 30 minutes of operation. 	
<i>Equipment Maintenance</i>	
<ul style="list-style-type: none"> - Contaminated / retained water should be drained form the device after each use and drained to trade waste. - Filters serviced immediately following each use. 	


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SOP 20 FREYBERG TRIANGLE STORMWATER TREATMENT DEVICE MANAGEMENT DURING SCRAP STEEL HANDLING		
<ul style="list-style-type: none"> - The filters should be removed and rinsed using a water until water runs clear. - Cleaning to occur where drainage is discharged to trade waste. - Filters should be replaced in accordance with results of performance monitoring. - All maintenance work must be documented in a log book. 		
<p>Training</p> <p>Provide appropriate level of employee training in the following areas:</p> <ul style="list-style-type: none"> • Effects of litter and sediment on harbour water quality • Pollution control <p>Repeat training annually.</p>		
Relevant Information	<p>SOP 1 – Bulk Handling and Transit - Dry (excluding Gypsum)</p> <p>SOP 3 – Bulk Handling – Dry Products Stockpiled on Port</p>	<p>SOP 5 – Waste Handling and Disposal</p> <p>SOP 14 – Sweeping and Gross Litter Collection</p> <p>SOP 18 - Spillage Response Procedures</p>


STANDARD OPERATING PROCEDURE**I&M****INSPECTION AND MAINTENANCE REQUIREMENTS**

Site Inspection and Maintenance Programme


Item/ Area (POAL-owned only)	Procedure	Frequency	Reference
Stormwater Catchpits	Inspect Freyberg Area catch pits and slot drains including filter socks	Monthly (during bulk export stockpiling ops)	I&M 5
	Inspect structural integrity	As required	I&M 5
	Maintain if faulty/ damaged	As identified by inspection	
	Inspect in-catchpit filters	3-monthly or as per manufacturer's instructions	I&M 5
	Maintain in-catchpit filters	As per manufacturer's instructions	I&M 5
	Clean out	As identified by inspection	I&M 5
	Repaint catchpit surrounds blue.	3-monthly	I&M 5
Drains/ slot drains	Inspect structural integrity	As Required	I&M 5
	Clean out	As identified by inspection	I&M 5
Bunding	Inspect embankment- and kerb-bunded areas	As required	I&M 1
	Inspect / clean other banded areas (e.g. tray bunds, flexible bunds)	Monthly	I&M 1
	Maintain if faulty/ damaged	As identified by inspection	I&M 1
Moveable bund	Inspect structural integrity	6-monthly	I&M 2
	Inspect for holes.	Monthly	I&M 2
	Maintain if damaged	As identified by inspection	I&M 2
	Clean if dirty/ contains spill residue	As identified by inspection	I&M 2
	Empty	After rain	I&M 2
	Empty and clean	After spill use	I&M 2
Oil/water separator	Inspect sediment levels and retained oil levels	Monthly	I&M 3
	Test high oil alarm (if fitted)	Monthly	I&M 3
Sand Filter	No sand filters installed to date after implementation of the EMP:S		I&M 4
Spill response kits	Review contents list and locations	Annually	I&M 6
	Inspect kits, signs etc.	Monthly	I&M 6
	Restock and replace	As identified by inspection	I&M 6

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I&M 1	BUNDING
Definition:	Bund: an impervious embankment, kerb or tray forming the perimeter of a spill containment system/area. For the purposes of this document, the bund also includes the floor and roof (if any) of the system/area.
Use:	The bund is designed to contain spillages and leaks from liquids (e.g., diesel, cleaning agents) used or stored above ground, and to facilitate clean-up operations. The moveable bund is covered in I&M 2.
Scope	This document is a guide to the inspection and maintenance of bund/ spill containment systems to minimise the risk of pollution from liquid spills and leaks.
Manager Responsible:	Supervisor Civil, Manager Engineering All managers of operational areas where bunding is present (each responsible for own area)
Instructions <i>Inspection and Maintenance</i> <ul style="list-style-type: none"> - Inspect paved embankment-bunded or kerb-bunded areas monthly and during and after heavy rain. - Inspect other bunded areas (e.g. tray bunds) weekly and during and after heavy rain. - Check that: <ul style="list-style-type: none"> - There are no stains or leaks around secondary containment devices. - If a drain valve is used then: <ul style="list-style-type: none"> • The drain valve remains in the fully closed position at all times when not in use and can be opened only by the person responsible for the inspection and maintenance. • The “open” and “closed” positions on the drain valve are clearly visible and locked when not in use and the drain valve is routinely maintained to ensure it operates as designed. - The bund wall, floor and sump are in good condition and impervious to liquids (no leaks). - Pipework, valves and other equipment in the bund are in good condition and operating properly. - If any items are found to be faulty or damaged then arrange repairs within one week. - After rainfall, empty all bunds as soon as possible to maintain full capacity. Do not let rainwater build up to a level where leaking liquids can float over the top of the bund. - Store materials appropriately within the bunded area e.g., well within the bunded areas, correct distance from the bund wall, lids secure. - Provide spill kits within 20 m of all bunded liquids unless they are enclosed in a bunded area (e.g., at workshop), in which case provide spill kits within 100 m. - Clean up spillages of solid or liquid material within the bunded areas immediately (SOP 18 - Spillage Response Procedures). - Inspect roofs annually for holes and leaks. Repair any defects/damage as necessary to provide a leak-free cover/roof. <i>Disposing of Bund Water</i> <ul style="list-style-type: none"> - When the bund needs to be emptied and there is no evidence of any contaminant, discharge to stormwater drain. If there is evidence of a contaminant, drain the bund using vacuum, pumping, absorbent material or (rarely, and only when treatment device is installed) gravity drainage. - Deal with contaminated liquids and solids from bunded compounds by: <ul style="list-style-type: none"> • Treatment using the devices installed for the bunded area and discharge to stormwater system; or • treatment using the devices installed for the bunded area and discharge to trade waste system; or • discharging directly to the trade waste system; or • arranging for waste disposal contractor to remove and dispose of appropriately (refer to SOP 5). Training of Personnel Ensure all employees working with bunds are trained and competent in the tasks listed below Repeat training annually. <ul style="list-style-type: none"> - Regular inspections of valves, pumps, pipes and hoses. - Use of preventative maintenance. - Use of SOP 18 - Spillage Response Procedures in the event of an emergency. - Isolate a tank or bund. - Use fire-fighting equipment. - Stop substances entering the environment once they have escaped. 	
Other Relevant Documents	I&M 2– Moveable Bund SOP 5 – Waste Handling and Disposal SOP 18 - Spillage Response Procedures

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I&M 2	MOVEABLE BUND
Definition:	An impervious open tray functioning as a spill containment system where leaking shipping containers can be placed.
Use:	The moveable bund is designed to contain spillages and leaks from shipping containers. It is able to be shifted to where it is required, including on board ships. The leaking container is placed on top of the bund and the spilled/leaking contents are contained for safe and appropriate disposal later.
Scope	This document is a guide to the key design features, inspection and maintenance of the moveable bund / spill containment systems to minimise the risk of pollution from liquid spills and leaks. Permanent bunding is covered in I&M 1.
Manager Responsible:	Manager Engineering, Manager Multi-Cargo, Manager Stevedoring
Instructions <i>Inspecting and Maintaining Moveable Bunds</i> <ul style="list-style-type: none"> - Inspect the bund at least monthly and after each use and maintain or clean if necessary to ensure it: <ul style="list-style-type: none"> • is impervious to liquids (i.e., no holes). • is clean. • has no residue from previous leaking containers. - Inspect structural integrity of the bund six monthly to ensure it can be loaded with containers and/or moved without being damaged or causing further spillage. - Empty bund as soon as possible after rainfall, to maintain full capacity. - Place containers appropriately on the moveable bund. - Clean up spillages of solid or liquid material within the bund immediately. <i>Emptying and Disposing of Bund Contents:</i> When the bund needs to be emptied, follow the following process: <ul style="list-style-type: none"> - Assess the nature of the liquid in the moveable bund. - If the contents looks, on close inspection, and smells like clean rainwater AND the bund has been washed since it was last used to contain a spill then: <ul style="list-style-type: none"> • Remove gross litter from the bund liquid. • Open the bund drain valve. • Drain clean rainwater to the stormwater system. • Dispose of gross litter in accordance with SOP 5. • The bund does not need to be washed. - If the contents appears to be contaminated OR the bund has not been washed since it was last used to contain a spill then: <ul style="list-style-type: none"> • Arrange for Spill Response (or qualified contractor) to pump out the liquid from the bund. • Make sure that the contractor disposes of the waste appropriately (refer to SOP 5). • Make sure that the contractor washes the bund and disposes of waste water correctly. Training of Personnel All employees working with moveable bunds will be trained and competent in the following tasks: <ul style="list-style-type: none"> - Regular inspections of structural integrity of the moveable bund. - Lifting and moving the moveable bund to where it is required. - Placing containers in the moveable bund. - Cleaning the bund after use. - Use of preventative maintenance. - Use of SOP 18 - Spillage Response Procedures Training will be repeated annually.	

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I&M 3	OIL AND WATER SEPARATORS
Definition:	Stormwater management devices used to treat runoff from areas where hydrocarbons are handled.
Use:	The main objective of an oil and water separator is to remove free-floating oil to minimise the effects on receiving waters and the surrounding environment.
Scope	This document summarises inspection and maintenance requirements for oil and water separators/treatment devices. It includes all types of oil/water separators, such as coalescing plate (CPI) type, American Petroleum Institute (API) type and 3-stage weir type.
Manager Responsible:	Supervisor Civil
<i>Inspection and Maintenance</i>	
<ul style="list-style-type: none"> - Inspect separators monthly and after heavy rain (more than 25 mm in 24 hours) or as specified by the manufacturer, whichever is more stringent. - Include litter screen/basket (if fitted), oil collection tank, sludge, plates etc., in inspection. - Identify from inspections when maintenance is required. <ul style="list-style-type: none"> • During oil / water separator maintenance and cleaning, prevent run-off from reaching areas draining to untreated stormwater systems. • Remove litter from screen on each inspection. • Remove oil from separator as specified by the manufacturer, or is determined through a program of site specific investigation and monitoring. • Remove sludge as specified by the manufacturer, or is determined through a program of site specific investigation and monitoring. • If applicable, remove coalescing media cartridge and clean media. Replace media if it cannot be cleaned satisfactorily. - Dispose of waste (litter, oil, sludge etc.) in accordance with SOP 5. 	
Training	
Ensure inspection and maintenance staff are familiar with types of oil/water separators used and can correctly identify and undertake maintenance requirements.	
Other Relevant Documents	SOP 5 – Waste Handling and Disposal

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I&M 5	SITE DRAINAGE
Definition:	Structures for the collection, transport and control of stormwater runoff.
Use:	To collect, transport and control stormwater runoff.
Scope	<p>This document is a guide to the routine inspection and maintenance of site drainage structures including, catchpits, channels, slot drains, outlets, and drains.</p> <p>Routine maintenance comprises regular inspections, repair, reporting and cleaning of POAL-owned infrastructure. Inspection and maintenance of oil/water separators are covered by I&M 3.</p>
Manager Responsible:	Supervisor Civil
<i>Inspection</i>	
<ul style="list-style-type: none"> - Inspect all stormwater structures for structural integrity at least 2-yearly. - Inspect filters in catch pits at least every 3 months or as per the manufacturer's instructions. Maintain as in accordance with the following: <ul style="list-style-type: none"> - Replace damaged mesh (ripped, blocked, missing) immediately. - Where there is an insert cage, clean off surface rust and inspect for structural integrity. Replace insert cage if rust is >10 % cross-section of frame area or if damaged such that there are gaps >5 mm between cage and catchpit. - Look for evidence of illegal discharges during routine inspection and maintenance of the stormwater system and drainage structures: <ul style="list-style-type: none"> - Is there evidence of spills such as paint, discolouring etc? - Are there odours associated with the drainage system? - Track flows back to the potential dischargers and conduct above ground visual inspections. - Eliminate the discharge once the origin of flow is established. - Inspect the Freyberg Area catchpits and slot drains monthly during any month during which export bulk stockpiles have been managed on site. 	
<i>Maintenance</i>	
<ul style="list-style-type: none"> - At least yearly, remove accumulated material (litter, rubbish, sediment and debris) from the slot drains and catchpits so that the normal water flow is maintained (stormwater structures are considered to be clean when 90 % of the waterway area is clear of debris and rubbish throughout the length of the structure). Conduct maintenance more frequently (monthly) during the winter months from problem areas where sediment or trash accumulates more often. - Clean the inverts of catchpits and manholes and outlet pipes (first 150 mm) as identified by inspection. Take care during cleaning not to push any debris into outlet pipes. - Undertake immediate repair of any damaged or unsound areas found during inspection. - Investigate ponding water and blockages within 48 hours of report and resolve as necessary (e.g., by removing drain blockage), if ponded water contains spilt material, then deal with the water and spill as per SOP 18 - Spillage Response Procedures. - Mark/remark stormwater drains with hard-wearing stencils, plaques or similar of blue fish, where applicable, to discourage illegal disposal of pollutants. 	
<i>Disposal</i>	
<ul style="list-style-type: none"> - Dispose of material removed during cleaning off site appropriately (refer to SOP 5). 	
Other Relevant Documents	I&M 3 – Oil and Water Separator SOP 5 – Waste Handling and Disposal SOP 18 - Spillage Response Procedures

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	STANDARD OPERATING PROCEDURE	

I&M 6	SPILL KITS
Definition:	Spill kits as used in all Port areas
Use:	To contain and remove any spilt materials
Scope	This document is a guide to the routine inspection and maintenance of spill kits. Inspection includes review of appropriateness of kit contents and kit locations. Routine maintenance comprises, restocking, repair, reporting and cleaning.
Manager Responsible:	GM Operations
	<ul style="list-style-type: none"> - Review spill kit contents lists, including the type and quantity of materials provided, and kit locations within six months of granting of the consent and annually thereafter. Update/amend as required kit contents lists and locations after each review. - Spill kit contents list will be held by the Environmental Advisor, Business Unit Managers and available on POALs Port View. - Ensure spill kits are clearly labelled and signed. - Inspect spill kits quarterly and after each use against the contents list to check all equipment & materials are in sound working order and sufficient quantities of materials (e.g. absorbent material) are included in each kit. Advise any deficiencies to the relevant division manager. Dispose of used, unsound and/or inappropriate material in accordance with SOP 5. - Restock spill kits and repair/replace equipment within 1 week of inspection.
Other Relevant Documents	SOP 5 – Waste Handling and Disposal SOP 18 - Spillage Response Procedures