

4 - PALLET TRANSPORT AND HANDLING

Title: Pallet Transport and Handling

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Approval Signatures and Date

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NOTE: This document will be reviewed at least annually to ensure its suitability.

Revision History

Rev. No.	Change description	Author
1	Change description Crosswalk Between NDEP CAPP Review Comments (dated 2014-12-09, 2015-01-30 and 2015-02-26) and Mercury Storage and Transfer Program Document Contents March 10, 2015	Burton Packard and Renee Rodriguez

NOTE: Hard copies of this document may not be the current version. Refer to the "I Am The Key" to verify the current version.

Reference Documents

Document number	Document title

4.1 PURPOSE

This procedure describes pallet and drum handling operations: (1) from Building 110-66 to the MMTS and (2) from Building 110-XX to the MMTS staging zone in Building 110-66.

4.2 SCOPE

This procedure covers pallet and drum-related activities for the forklift operator in Buildings 110-66 and 110-XX and in the MMTS. This procedure also covers the truck driver who transports the materials between the warehouses.

4.3 OPERATIONS

4.3.1 Required Equipment and Supplies (PPE as specified on page XI of the Executive Summary under General Safety and Health)

The following equipment is required for operations

Permanent marker or equivalent

Masking tape or equivalent tag material

4.3.2 Pre-Operations Check

At the start of a workday, the material handling staff shall follow normal DLA Strategic Materials procedures to ensure that the forklifts are functional and can be operated safely. Drum and flask lift fixture equipment shall be examined for wear or damage.

NOTE: The Facility Manager shall be notified if a forklift or any lifting fixture or equipment is not ready for operation.

4.3.3 Pallet of Drums Containing Flasks Filled with Mercury to the MMTS

- Facility Manager designates a pallet of drums containing flasks filled with mercury for movement to the MMTS. The Facility Manager tracks pallet moves with inventory tracking spreadsheets: Spreadsheet 2 – Modified Warehouse Inventory and Spreadsheet 3 – Current MMTS and Building 110-66 Inventory (see Procedure 2015-MMTS-27, “Defense National Stockpile Mercury Inventory Control”).
- Forklift operator locates the designated pallet and inspects the drip tray for evidence of mercury before moving the pallet. If any mercury is observed in the drip tray, the forklift operator notifies the Facility Manager. The Facility Manager determines if an alternate pallet should be transported to the MMTS. The Facility Manager uses the methodology of Procedure 2015-MMTS-12, “Emergency Response and Spill Cleanup” to ensure the loose mercury is secured and the pallet, drip tray and drums are acceptable for movement.
- Forklift operator carefully and safely transports pallet to diked area adjacent to exit from warehouse and removes metal banding and 2” x 4” boards (dunnage) (wears leather

gloves for this operation). Banding and dunnage are placed in a container designated for reuse or disposal as clean waste (non-hazardous).

- Forklift operator carefully and safely transports the pallet of filled drums and with spotting assistance from a Drum Handling Area worker, the forklift operator carefully and safely places the pallet of drums on the roller conveyor inside the MMTS.
- Facility Manager enters the former building number for this pallet into PCDas when MT containers are filled from flasks originating on this pallet [Needed information is retrieved from inventory tracking spreadsheets (see Procedure 2015-MMTS-27)].

4.3.4 Transport Pallets of Drums Containing Flasks with Mercury from Building 110-XX to Building 110-66

- Facility Manager designates a truckload of pallets (fourteen pallets) containing drums filled with mercury for transport from Building 110-XX to Building 110-66. The Facility Manager tracks pallet moves with inventory tracking spreadsheets: Spreadsheet 2 – Modified Warehouse Inventory and Spreadsheet 3 – Current MMTS and Building 110-66 Inventory (see Procedure 2015-MMTS-27).
- Forklift operator locates the pallets of drums designated for Building 110-66 and inspects all drip trays for evidence of mercury before moving any pallets. If any mercury is observed in a drip tray, the forklift operator notifies the Facility Manager. The Facility Manager evaluates the situation, ensures cleanup occurs and determines if an alternate pallet should be transported.
- The forklift operator marks the building number (110-XX) on a masking tape or equivalent tag and attaches it to at least one drum on each pallet (This tag serves as a backup for the information recorded in the inventory tracking spreadsheets.).
- Truck driver transports load of pallets and drums to Building 110-66.

4.3.5 Unload and Store in Building 110-66 Pallets of Drums Containing Flasks with Mercury

- Facility Manager assigns locations in Building 110-66 for the pallets of drums and updates the inventory tracking spreadsheets (see Procedure 2015-MMTS-27) after confirming the pallets are placed in the assigned locations.
- Forklift operator checks to ensure that at least one drum on each pallet has a masking tape or equivalent tag giving the building of origin (110-XX).

4.3.6 Actions at the End of Workday Operations

If a full pallet of drums remains in the MMTS at the end of the workday, the material handling staff should return that pallet to the Building 110-66 staging area. A full pallet of drums should

not remain in the MMTS overnight. To enhance operational flexibility, a full pallet of drums may remain in the MMTS overnight. The Facility Manager must ensure that the inventory tracking spreadsheets correctly show the location of this pallet.

The material handling staff follows normal procedures defined by DLA Strategic Materials to ensure that the forklifts are stored safely.

4.4 RECORDS

- Tags showing building of origin for each pallet transported.
- Up-to-date inventory tracking spreadsheets showing all mercury moves from the beginning to the end of the workday.