

**POINT PLEASANT STORAGE LOCATION  
ESOHMS ORIENTATION GUIDE FOR  
CONTRACTORS AND VISITORS**

**July 21, 2020**



*“I Am The Key”*

**Statement of Acceptance: I have received, read and accepted the information contained in this depot orientation guide and will brief other employees on the information contained herein.  
Accepted by:**

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NAME

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COMPANY

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DATE

## **INTRODUCTION**

DLA Strategic Materials has developed an Environmental, Safety and Occupational Health Management System (ESOHMS) that is based on ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification.". The ESOHMS encompasses all of our environmental, safety and occupational health (ESOH) policies and programs, and applies to all our employees and all those working on our behalf. We wish to inform visitors and others working at our Point Pleasant Storage Location about the key components of the ESOHMS. The purpose of this briefing is to ensure everyone is aware of our ESOHMS and the key environmental, safety and occupational health information that is critical to protecting human health and the environment.

## **ESOH POLICY STATEMENT**

The Environmental, Safety and Occupational Health Policy Statement establishes the framework for the ESOHMS. As such, the ESOH Policy Statement provides the foundation for controlling the environmental impacts, safety and occupational health risks of its activities, commodities, and services and establishing environmental goals and objectives. The key elements of the ESOH Policy Statement include:

- Compliance with applicable laws and policies
- Continuous improvement
- Management review on a regular basis
- Communication with employees as well as the public
- Use of best management practices in protecting our natural resources and preventing pollution
- Providing the resources for all mandatory training
- A social responsibility toward their customers

## **FIVE COMMANDMENTS**

The Five Commandments of the ESOHMS are:

1. Be Safe
2. Recycle
3. Conserve Our Natural Resources
4. Understand Your Job Responsibilities
5. Know What Regulations Apply To Your Job

## Critical ESOHMS Information for our Point Pleasant Storage Location

### EMERGENCY RESPONSE

911 emergency service is available at this location. In the event of an emergency, all contractors and visitors are directed to calmly make a spot check of their immediate work area, and then proceed to the Scale House on-site, or if without transportation, exit the work area to a safe distance, if necessary. Contractors and visitors are required to communicate all emergency information to the on-site government representative immediately.

### HAZARDOUS MATERIALS STORAGE

All personnel must familiarize themselves with the SDSs for material they will be handling. Materials stored at Pt. Pleasant include ferrochrome and ferromanganese. All personnel must wear PPE appropriate for identified hazards.

National Fire Protection Association (NFPA) color-coded signs that may be found at the site signify the following:



**BLUE – HEALTH HAZARD**  
**RED – FIRE HAZARD**  
**YELLOW – REACTIVITY**  
**WHITE – SPECIFIC HAZARD**

1 (**one**) is the **Least Hazardous** and 4 (**four**) is the **Most Hazardous**

## **POLLUTION PREVENTION**

Spills of petroleum or hazardous materials contaminate not only the storm water runoff pathways, but also the soil and air. Spill response should be focused on protecting human health and preventing impacts to the environment. In the event of a spill, remember SWIM:

S – Stop the spill

W – Warn others (and contact the on-site government representative)

I – Isolate the area

M – Minimize your exposure

The commodities stored at the Point Pleasant Storage Location could also pose a risk to the environment if released from the site. Follow these best management practices when handling commodities:

- Identify and locate all storm drains and surface water flow pathways in the vicinity of the work area.
- Appropriate materials, such as hay bales, silt fence, or railroad ties, should be readily available and placed as a barrier between the commodity area and the storm drainage system, to help reduce the amount of any loose commodity material that could get washed into the drainage system by runoff from the out loading area.
- Surface runoff that flows towards nearby drainage ditches, swales, streams, etc., should also be similarly blocked.
- These activities should be performed not only while storm water runoff is actively occurring, but also to plan ahead for any rainfall, snowfall, snowmelt, etc. that may occur during the handling of commodities.

## **OTHER CONTRACTOR REQUIREMENTS**

- Contractors working on site must advise the on-site government representative, in writing, of the presence of hazardous material, hazardous waste and their method of fuel supply.
- Contractors must maintain (on-site) an SDS for all hazardous materials on site.
- Contractors shall not generate or store hazardous waste. Any waste generated as a result of emergency response shall be handled in accord with federal, West Virginia State & local regulations.
- Contractors must conduct operations in accordance with applicable OSHA regulations (29 CFR 1910).
- Hazardous materials must be stored, used and transported in accordance with federal, West Virginia State & local regulations.
- Contractors should refer all media inquiries regarding operations, environmental management, safety, occupational health, etc. to the on-site government representative.

For questions about the Point Pleasant Storage Location Hazard Communication Policy and Procedures Call (571) 363-9792

**YOU ARE THE KEY!**

The Environmental, Safety and Occupational Health Policy Statement provides the foundation for controlling the environmental impacts of our activities, commodities, and services and establishes environmental goals and objectives.

It is your duty to keep an eye open to identify conditions that may contribute to contamination of storm water runoff. During your daily routine should you notice a potential problem, take the steps to fix it! Keep the lines of communication open.

Remember that whatever goes into the storm water system will end up in our groundwater or local waterways. Often times, that waterway is used for recreation, as a source for food (i.e., fish), and as a source for drinking water.

## **EMERGENCY PHONE LISTING**

Use a wired (non-cellular) telephone if possible when calling 911; otherwise, you may need to provide the location to the dispatcher.

***Local Emergency Phone Numbers:***

Fire Department:	911
Police Department:	911
Ambulance:	911

***Chain of Command for Emergency Events:***

1. Call 911 (if appropriate)
2. Notify the Point Pleasant Storage Location  
General Supply Specialist Supervisor  
John Eller (518) 370-3347 (O)  
(703) 223-2293 (C)
3. Notify the Strategic Materials Environmental Management Office:  
(571) 363-9792

