



MATERIAL HANDLING

WHAT DO I NEED TO KNOW ABOUT MATERIAL HANDLING IN MY WINERY?

CHECKLIST OF QUESTIONS TO ANSWER

1.0 ESTABLISHING A MATERIAL HANDLING POLLUTION PREVENTION PROGRAM

- 1.1 Do you have a plan to achieve successful material handling at your winery?
- Is there executive level commitment to a successful material handling program?
 - Is someone assigned to oversee material handling at your winery?
 - Do you strategically plan and set annual goals to improve material handling?
- 1.2 Do you have protocols to monitor and document materials used, generated, or disposed?
- Has your winery complied with all federal, state, and local regulations?
 - Does your winery have standard operating procedures (SOP's) for material handling and pollution prevention?
 - Do you have documentation on all material handling and [MSDS](#)?

2.0 ASSESSING YOUR MATERIAL HANDLING POLLUTION PREVENTION PROGRAM

- 2.1 What are the amounts of materials handled?
- Do you document receipt, inventory, use, generation, and disposal of materials handled?
 - What materials are handled for each operation?
 - What is the amount of materials handled per gallon of wine produced?
- 2.2 What are the levels of pollution generated for each winemaking operation?
- What types of materials are received and generated?
 - Do you have a documented flow chart of materials received, generated, and disposed?
- 2.3 Have you done all you can to reduce, eliminate, or find alternatives to potentially hazardous materials?
- Do you minimize use where possible?
 - Do you select environmentally friendly alternatives?

- 2.4 How do you select, store and dispose of housekeeping and janitorial supplies?
- Are you choosing environmentally friendly materials?
 - Are you using safe storage and disposal options?
- 2.5 How do you select, store, and dispose of tires, batteries, lubricants, oils, paints, and coatings?
- Are you choosing environmentally friendly materials?
 - Are you using safe storage and disposal options?
- 2.6 How do you select, store, and dispose of aerosol cans, light ballasts, light bulbs?
- Are you choosing environmentally friendly materials?
 - Are you using safe storage and disposal options?
- 2.7 How is electronic waste disposed of?
- Can the electronic waste you generate be recycled?
 - Are you using safe storage and disposal options?
- 2.8 How do you store and dispose of analytical and process chemicals?
- Are all chemicals stored & labeled correctly, have MSDS sheets, inventoried, and documented? Is chemical disposal performed in compliance with all regulations? ([OSHA](#))
 - Any chemical waste generated is documented and [EPA ID](#) obtained?
 - Are analytical and process chemical waste streams profiled?
 - Do you have SOP's for material use, spill containment, and clean up?
 - If necessary, dangerous waste reporting and tier II reporting is completed?
- 2.9 How are landscape materials and chemicals handled?
- Are all chemicals stored & labeled correctly, [MSDS](#), inventoried, and documented?
 - Do you select environmentally friendly alternatives?
- 2.10 How is fuel stored?
- Are the amounts and types of fuels stored inspected and documented?
 - Do you have SOP's for the use and transfer of fuels to minimize spills?
 - Do you have a documented contingency plan for spill clean up and reporting?
 - Have you documented training of personnel for use, transfer, and spill cleanup of fuels?
 - Is a [SPCC](#) required?
 - Do you have adequate secondary containment?
 - Is fuel storage protected from damage by vehicle traffic or fire?
- 2.11 How do you ensure storm and process water is collected & discharged appropriately with no undue contamination of our facility or the environment?
- If fuel or oil is stored on site, do you have a [SPCC](#)?
 - Are discharge permits required and adhered to?
 - Schematic of the storm water system, contributors, potential contaminants?
 - Do you have documentation that wastewater system is designed to handle volume and type discharged?
 - Are discharge permits required and adhered to?
 - Do you have a schematic of the process wastewater system, contributors, and potential contaminants?

2.12 How do you handle spill containment and clean up?

- Are spill containment supplies on hand?
- Are there contingency plans in place to address each possible non-permitted spill type?

3.0 EMPLOYEE SAFETY & TRAINING

- Do employees receive workers right to know training?
- Do employees receive training on material handling and pollution prevention?
- Do employees receive annual reviews and further education on material handling?
- Do employees receive incentives for improving material handling and pollution prevention?
- Is there a forum for employee input to the material handling program?

4.0 CONTINUOUS IMPROVEMENT

- Have you established an inherent system to continuously improve material handling?
- What opportunities are available to improve material handling and pollution prevention practices?
- Does your winery perform periodic audits and reviews of material handling procedures?
- Does your winery sponsor a team of operating personnel to review and suggest improvements?

RESOURCES:

[The Wine Institute](#)

[\(EPAID\) Hazardous Waste Identification Number](#)

[\(FRP\) Facility Response Plan](#)

[\(MSDS\) Material Safety Data Sheets](#)

[LIVE](#)

[\(OSHA\) Occupational Health and Safety Institute](#)

[Oil Pollution Prevention Regulation](#)

[\(SPCC\) Spill Protection, Control, and Countermeasure](#)

[Washington State Department of Ecology TREE team](#)

[Washington State Department of Safety & Health](#)

Section 2.8 definition links:

[chemicals](#)

[chemical compounds](#)

[data sheets](#)

[hazards](#)

[mixtures](#)

Special Thanks To The Following For Their Contributions:

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