



Standard Operating Procedure 011: Salt spreader post operational inspection, cleaning and lubrication

I. Purpose

The purpose of this procedure is to recover unused snow removal material from salt spreaders, which is to include cleaning, inspecting and lubricating equipment components for preventing corrosion, maintaining operational readiness and returning unused material (salt, sand) to authorized storage areas.

2. Scope & Responsibilities

- 2.1. The scope of this procedure encompasses all snow removal equipment and operators – both Port of VA / VIT employees and outside contractors / tenants tasked with performing snow removal operations.
- 2.2. Equipment operators shall be directly responsible for removing all left over material from truck beds and spreader hoppers which shall be returned to authorize material storage areas at end of shift.
- 2.3. Operators shall perform walk around post operational inspection of vehicle, plow and spreader reporting to Vehicle maintenance personnel any damage or discrepancies noted during operation and inspection.

3. Safety Requirements

- 3.1. Personal protective equipment (PPE) and applicable fall protection shall be utilized as required on terminal property.
- 3.2. Prior to entering spreader hopper, the engine shall be shut off with residual hydraulic or electrical energy drained off to avoid any unwanted movement.
- 3.3. A structurally sound ladder shall be used to enter hopper compartment with a minimum of one extra person available to assist handing tools and ensuring a safe environment.

4. Cleaning and lubricating

- 4.1. After satisfying 3.0, person shall work from top of hopper grate and/or stand in hopper to remove salt sand material from chain / conveyer assembly, clearing material from bottom of hopper. Transferring material to authorized stowage area such as salt pile or building.
- 4.2. With personnel out of hopper Truck shall be driven to pressure washer wash rack where spreader unit shall be started, engaged and running, Using applicable PPE on a ladder or man lift



away from moving parts, the conveyor drive, chain, idler and other moving parts can be pressure washed free from material, and prepped to be lubricated with fluid film or other oil based lubricant, with idler and pillow block bearings liberally greased afterward with general purpose grease as per manufacturer's recommendations.

5. Inspection

- 5.1.** Visual inspection of spreader shall include condition of conveyor chain and slack, safety guards intact and functional, structural condition of ladder if installed, condition of hydraulic hoses, motors and security of unit tie downs.
- 5.2.** Visual inspection of plow shall include blade condition, hydraulic hoses, hydraulic cylinders, pins and cotter pins, fluid level of pump package (if external) operation of lights on plow, lift chains and general operation of blade hoist and tilt functions.
- 5.3.** Discrepancies noted during post operational inspections and / or during snow removal operations shall be directed immediately to Vehicle maintenance directly or via immediate supervisor.
- 5.4.** Spreader grate shall remain installed on top of spreader hopper during loading to ensure large clumps are filtered and kept away moving parts.

6. Consequences of Deviation From Procedure

- 6.1.** Deviation of this procedure can result in the deterioration of equipment and decreases the readiness of the equipment. Deviation will also raise costs of maintenance work on the equipment.

7. Revision History

- 7.1.** Effective Date: 12/7/17
- 7.2.** Revision Date: 12/7/17
- 7.3.** Approval: William Goodson, Environmental Compliance Specialist
- 7.4.** Last Reviewed: 12/12/18
- 7.5.** Reviewer: Scott Myers, Vehicle Maintenance Manager

