



**Division of State Patrol
Policy and Procedure**

Number 8-11

Subject SPILLS AND ABANDONED CONTAINERS OF UNKNOWN OR HAZARDOUS MATERIALS AT DSP MOTOR CARRIER SAFETY AND WEIGHT FACILITIES	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to provide protection and care to the public, DSP employees and the environment by not allowing the unloading or dumping of unknown or hazardous materials at DSP Motor Carrier Safety and Weight Enforcement Facilities (SWEFs).

II. BACKGROUND

The illegal abandonment and intentional or unintentional spilling of unknown or hazardous materials is not a new problem. Each “environmental emergency,” whether dramatic or not, serves to capture our attention and cause a general heightened awareness of this environmental problem. Clean up costs can be astronomical.

III. OBJECTIVE

It is the objective of this policy to provide guidance to Division personnel in avoiding the unnecessary unloading of unknown or hazardous materials at its Motor Carrier SWEFs.

IV. GENERAL PROVISIONS

The best way to avoid contamination of DSP Motor Carrier SWEFs is prevention. A common sense approach will save time, money, and possibly even lives.

- A. All personnel shall be familiar with and comply with the provisions of DSP Policy & Procedure 6-2, Crashes Involving Hazardous or Radioactive Materials.
- B. Vehicles may proceed as described in ss. 348.19(2)(a) to an alternate site for the purpose of reloading or unloading. In the case of vehicles transporting certain commodities, such as hazardous materials, the use of an alternate site for the purpose of transferring or off-loading may be the safest course to take.
 - 1. The use of an alternate site avoids contamination of the DSP Motor Carrier Safety and Weight Enforcement Facility (SWEF) and allows for the use of special equipment, reducing the danger to personnel and the environment.
 - 2. Information regarding the authorization of use of an alternate off-loading site should be entered on the Aspen report.
- C. Sworn personnel must be aware that when incidents of an unusual nature occur and a proper course of action is not clear, the matter shall be discussed at the time of occurrence with a supervisor or command personnel.

V. PROCEDURE

- A. Inspector/Trooper – Comply with the procedures set forth in DSP Policy & Procedure 6-2 regarding self-protection, identification of the hazardous material, containment and protection of others from immediate and potential danger, etc.:
 - 1. Checking SWEF Property – A visual check of the entrance and exit ramps, parking lot and ditches surrounding the parking lot, etc., should be made at the start and conclusion of each shift.
 - 2. Do not permit the unloading of any unknown or hazardous materials or the abandonment of containers of such materials at DSP Motor Carrier SWEFs:
 - a. Due to the nature of the load, the Inspector/Trooper may permit the use of an alternate site for reloading or unloading as authorized by ss. 348.19(2)(a).
 - b. If, due to the nature of the load, a unit is allowed to use an alternate off-loading site, an escort may be necessary to ensure compliance.
 - 3. Leaking or spilling of unknown or hazardous material from unit entering or located at DSP Motor Carrier SWEF:
 - a. Implement the provisions set forth in DSP Policy & Procedure 6-2.
 - b. Close the DSP Motor Carrier SWEF.

- c. Detain the operator and unit.
 - d. Notify the region/post communication center or the Traffic Management Center (TMC).
 - e. Notify shipper, carrier and/or other parties responsible for the load.
4. Abandoned, unknown or hazardous materials and containers at DSP Motor Carrier SWEFs:
- a. Notify region/post communications center or the TMC.
 - b. Avoid spilled substances and/or escaping vapors - check wind direction before approaching.
 - c. Attempt to safely ascertain the nature of the material by observation of placards, markings, labels, container shape, valve configuration, etc.

NOTE: Do **NOT** accept these indicators as absolute proof of material identification.
 - d. Attempt to determine if container and/or materials constitute a danger to personnel or vehicles.
 - e. Close the DSP Motor Carrier SWEF if it is determined the container and/or materials constitute a danger to people or property.
 - f. Implement the provisions of DSP Policy & Procedure 6-2.
 - g. Attempt to identify the party responsible for the container and/or material.
5. Contamination involving injuries:
- a. In the event that personnel are injured or contaminated due to contact with the unknown or hazardous material, standard first aid procedures should be followed.
 - b. The region/post communications center or the TMC should be notified and advised of the need for medical assistance.
 - c. Policy regarding the filing of a first report of injury shall be followed.

- B. Law Enforcement Dispatcher (LED) – Upon being notified of a spill or abandoned container of unknown or hazardous material at a DSP Motor Carrier SWEF, the LED shall immediately notify the parties as set forth in DSP Policy & Procedure 6-2, including the following:
 - 1. Duty Supervisor and Motor Carrier Enforcement (MCE) Sergeant.
 - 2. Division of Emergency Management.
 - 3. Local emergency agencies having jurisdiction in the area of the DSP Motor Carrier SWEF (notification would be by need):
 - a. Local Law Enforcement
 - b. Local Fire Department
 - c. Local Ambulance
 - d. Department of Natural Resources
 - e. Division of Emergency Management
 - f. Department of Transportation/Risk and Safety Management
- C. MCE Sergeant – Shall be responsible for familiarizing themselves and the personnel who work at the DSP Motor Carrier SWEFs in the region/post with this policy, DSP Policy & Procedure 6-2, and the Emergency Response Plan.
 - 1. Post the telephone number of the fire department and Emergency Medical Services (EMS) serving the Motor Carrier SWEF and a copy of emergency procedures at each Motor Carrier SWEF.
 - 2. Make annual contact with and document the contact with the local fire department chief and EMS serving each Motor Carrier SWEF to discuss the Emergency Response Plan.
- D. Duty Supervisor – Comply with the procedures as set forth in DSP Policy & Procedure 6-2 and ensure that an After Action Report of the incident is completed and submitted to the MCE lieutenant and applicable post executive officer.
- E. MCE Captain, Region Commander, MCE Lieutenant, Post Executive Officer – Comply with the procedures set forth in DSP Policy & Procedure 6-2.

VI. REFERENCES

DSP Policy & Procedure 6-2, Crashes Involving Hazardous or Radioactive Materials
Ch. 348.19 Wis. Stats.