

Date Prepared 05/2001
Revised 4/21/04; 2/15/06; 11/30/06
P. Watt
Prepared By Carla McGreevy

BMP Physical Plant Grounds #19

TITLE: Tank Delivery/Transfer Procedures

Regulatory Citation: 40 CFR Part 112

Applicability: Delivery and Tank Transfer to Physical Plant underground fuel tanks.

Purpose: Ensure proper deliveries and transfer and prevent spillage during off loading.

**Person or
Department Responsible:** Grounds Staff

Schedule: As deliveries occur

Procedures: When delivery driver arrives on-site, the driver must notify the Physical Plant office. All deliveries are to be overseen by HVCC personnel. All delivery drivers are required to stay with their vehicles during deliveries.

- Prior to Delivery
 - Any storm drains located adjacent to the tank must be sealed with a spill map or blocked with absorbent spill pads.
 - The tank contents must be reviewed to verify that adequate capacity exists in the tank.
 - The tank fill port catch basin must be inspected – if any water is present, remove it by sucking into a container and disposing in the Grounds oil water separator. DONOT use the drain plug in the catch basin to drain water – this is meant to drain fuel spills into the tank.
 -
 - The truck tires must be chocked during delivery and the gearshift tagged to prevent the truck from moving.
 - The delivery hoses must be inspected for evidence of deterioration or cracks.
 -
 - All ignition sources must be removed from the area.
 - The truck must be inspected to ensure that it is not leaking.
- During the Delivery
 - Ensure that no traffic or personnel enter the delivery area.
 - Inspect the area for leaks.
 - Ensure the tank gauge is working properly.
- After the Delivery
 - Ensure all tank and truck valves are sealed and tight
 - Inspect area for spills

HVCC will use the attached checklist to verify all procedures are followed. Drain mats and spill material are kept in designated areas near the tanks.

The checklist will be forwarded to the Coordinator of EHS for filing. The Coordinator of EHS will verify that the fuel contained less than 0.5% sulfur (vendor spec sheets on file; vendor to note this on invoices). Low sulfur fuel is required under the DEC State Facility Permit.

Record keeping: Attached checklist shall be completed for each delivery/off load and given to the Coordinator of Environmental Health & Safety

Record Location: Physical Plant Office, tank files.

Contact: Director of Environmental, Health and Safety (629-7163)
Operations Manager (629-7559)
Assistant to Exec. Mgr (629-7361)
Exec Mgr of Physical Plant (629-7427)

HVCC-BMP-Grounds#19-Tankdeliveries

TANK DELIVERY LOG
Hudson Valley Community College

Tank _____

HVCC Personnel: _____

Quantity Delivered (meter): _____

Date: _____

Stick inventory before delivery: _____

Stick inventory after delivery: _____

ITEM	COMMENTS
Area inspected prior to delivery: - storm drains sealed or protected - no traffic or personnel in area	
Tank capacity to receive delivery verified	
Tank fill port catch basin inspected and free of all rain water/snow melt <i>(Do Not use catch basin drain plug to remove water – this is for drainage of fuel spills only)</i>	
Ignition sources eliminated	
Wheels chocked or other means to lock brakes fail safe applied	
Hoses inspected for evidence of deterioration or cracks	
Truck inspected for leaks	
Tank gauges working	
Area inspected after delivery for spills	
Tank and truck valves re-sealed after delivery	