

Date Prepared 05/2001
Revised 2/23/09 P Watt
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BMP Physical Plant #9

TITLE: Tank Delivery/Transfer Procedures

Regulatory Citation: 40 CFR Part 112

Applicability: Delivery and Tank Transfer to aboveground and underground tanks.

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

Person or

Department Responsible: Maintenance Stationary Engineers – HRC, CoGen, Williams & Fitz tanks
Grounds Staff – LSB tanks
Maintenance Sr. Electrician – Higbee tank

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. If this is not possible then a drip pan is placed beneath all hose connections that may be prone to leakage.
 - 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 Director of EHS for filing. The Director of EHS will verify that the fuel contained less than 0.5% sulfur through fuel contract documents. Low sulfur fuel is required as per the College's State Facility Permit.

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

Record Location: EHS Office, environmental 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-PhysicalPlant#9-Tankdeliveries

Attachement See: env-tanks\TANK DELIVERY LOG