



**PETRO-ANALYTICAL, INC.**

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### **BEST MANAGEMENT PRACTICE TEMPLATE FUEL DELIVERY PROTOCOL**

The following is a guideline, or template, custom designed for Petro-Analytical clients nationwide to address the issues associated with fuel deliveries.

Primarily, the four areas to be considered are:

- That the receiving storage tank is gauged to verify that the volume available in the tank is greater than the volume of fuel to be delivered;
- The Engineering representative has verified that appropriate spill response equipment and personnel protective equipment is readily available and easily accessible;
- That storm drains and sewers are adequately protected;
- That steps are taken to prevent interference of transfer operations by local traffic and to ensure that the transfer vehicle is adequately locked or blocked in place.

The transfer operation shall be monitored constantly by an Engineering representative and by the transport truck operator. Personnel monitoring the operation shall be knowledgeable of the hazards associated with the product and familiar with formal written procedures for controlling any spill that may occur.

#### **CLIENT FUEL DELIVERY STANDARD OPERATING PROCEDURES**

<b><u>PROCEDURE</u></b>	Bulk diesel product delivery to either aboveground or underground fuel tank
<b><u>PURPOSE</u></b>	To assure the safe and proper transfer of diesel
<b><u>SCOPE</u></b>	This procedure covers control and management procedures for bulk transfer of diesel
<b><u>RESPONSIBILITIES</u></b>	Client personnel are primarily responsible for implementing this procedure. All Client employees who oversee and perform product transfer operations are responsible for familiarity with this procedure. The Director of Engineering is responsible for verifying continued compliance with this procedure.
1. <b>Client</b>	Note tanker arrival time and any circumstances which may cause a delay in its prompt off-loading
2. <b>Delivery driver</b>	Report volume of product to be delivered
3. <b>Client</b>	Gauge the receiving storage tank to verify that the volume available is greater than the volume to be delivered



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4. **Delivery driver**      Block/chock wheels and verify setting of vehicle brake
5. **Client**                      Protect storm drains and sewers per local necessity
6. **Client**                      Check safety and emergency equipment. Verify that equipment is readily available and easily accessible
7. **Client and Delivery driver**      Ensure precautions to prevent local traffic interference with delivery
8. **Delivery driver**              Where appropriate, place buckets underneath connection points to catch drippings to connection hose/fittings. Show Client personnel where cut-off actuator valve is located on truck
9. **Delivery driver**              Commence delivery. Inspect all visible fill lines, valves and connections for leaks
10. **Client and Delivery driver**      Remain within visual contact of tanker throughout entire operation. Monitor the amount of diesel dispensed against the volume available in tank.
11. **Client and Delivery driver**      When transfer is complete, disconnect hoses, catching any residual product in buckets. Dispose of residual product in a safe and appropriate manner as directed by the operator-- this product often may be simply added to the fuel tank.
12. **Client**                      Gauge tank to verify gallons delivered
13. **Client**                      Restore all equipment. Collect receipts. Note tanker departure time.
14. **Client Mgmt.**              Audit compliance of this procedure through periodic delivery observation. Take appropriate actions when exceptions are noted.

**Prepared by:  
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