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### 3.14.2 Loading/Unloading Procedures – 40 CFR 112.7(h)(2) & (3)

All suppliers must meet the minimum requirements and regulations for tank truck loading/unloading established by the U.S. Department of Transportation. Procedures will be established so that the vendor(s) understands the site layout, knows the protocol for entering the Site and unloading product, and has the necessary equipment to respond to a discharge from the vehicle or fuel delivery hose.

The departmental manager or his/her designee supervises oil deliveries for all new suppliers, and periodically observes deliveries for existing, approved suppliers. Vehicle/equipment filling operations are performed by operating personnel trained in proper discharge prevention procedures. The driver or equipment operating personnel will remain with the vehicle/equipment at all times while fuel is being transferred. Transfer operations are performed according to the minimum procedures outlined in the table below.

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| **Task Description** | **Procedures** |
| Prior to loading/unloading | * Visually check all hoses for leaks and wet spots. * Verify that sufficient volume is available in the storage tank or truck. * Secure the tank vehicle with wheel chocks and interlocks. * Verify that the vehicle’s parking brakes are set. * Verify proper alignment of valves and proper functioning of the pumping system. * Establish adequate bonding/grounding prior to connecting to the fuel transfer point. * Turn off cell phone. |
| During loading/unloading | * Driver must stay with the vehicle at all times during loading/unloading activities. * Facility manager or designee should observe the delivery driver during loading/unloading. * Periodically inspect all systems, hoses and connections. * When loading, keep internal and external valves on the receiving tank open along with the pressure relief valves. * When making a connection, shut off the vehicle engine. When transferring Class 3 materials, shut off the vehicle engine unless it is used to operate a pump. * Maintain communication with the pumping and receiving stations. * Monitor the liquid level in the receiving tank to prevent overflow. * Monitor flow meters to determine rate of flow. * When topping off the tank, reduce flow rate to prevent overflow. |
| After loading/unloading | 1. Make sure the transfer operation is completed. 2. Close all tank and loading valves before disconnecting. 3. Securely close all vehicle internal, external, and dome cover valves before disconnecting. 4. Secure all hatches. 5. Disconnect grounding/bonding wires. 6. Make sure the hoses are drained to remove the remaining oil before moving them away from the connection. Use a drip pan. 7. Cap the end of the hose and other connecting devices before moving them to prevent uncontrolled leakage. 8. Remove wheel chocks and interlocks. 9. Inspect the lowermost drain and all outlets on tank truck prior to departure. If necessary, tighten, adjust, or replace caps, valves, or other equipment to prevent oil leaking while in transit. |