

Date Prepared 7/2004
Revised
Prepared By Patty Watt

BMP EOC #23

TITLE: Tank Delivery/Transfer Procedures

Regulatory Citation: 40 CFR Part 112

Applicability: Delivery and Tank Transfer to aboveground tanks.

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

Person or

Department Responsible: Associate Coordinator of Business Services

Schedule: As deliveries occur

Procedures: When delivery driver arrives on-site, the driver must notify the Business Services office. All deliveries are to be overseen by EOC 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 mat or blocked with absorbent spill pads.
 - The tank contents must be reviewed to verify that adequate capacity exists in 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
 - To the extent possible, minimize traffic or personnel entering 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

TANK DELIVERY LOG
Hudson Valley Community College, EOC

Location _____

D/P Co. _____

Tank _____

EOC Personnel: _____

Quantity D/P: _____

Date: _____

ITEM	COMMENTS
Area inspected prior to delivery: - storm drains sealed or protected - no traffic or personnel in area	
Tank capacity to receive delivery verified	
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	