1.0 PURPOSE
This procedure details the unloading procedures for unleaded gasoline and diesel fuel, that Fleet Services facility employees and the tanker truck delivery person are to follow when unloading fuel into the facilities storage tanks. It is the tanker truck delivery person’s responsibility to off load the fuel into our storage tanks, however it is our responsibility to ensure that the appropriate fuel is off-loaded, and that it is done in a safe manner, in accordance with this procedure.

2.0 REFERENCES
2.1 Hospital Policies and Procedures #1725 - Hazardous Substances: Response to Incidental Releases and Spills
2.2 UCDMC Fleet Services Policy & Procedure #900-03 - Procedure for Hazardous Material Spills and Clean-Up

3.0 SCOPE
This procedure applies to the following major components of the fuel system.
3.1 Unleaded Gasoline Tank #1
3.2 Unleaded Gasoline Tank #2
3.3 Diesel Fuel Tank #3
3.4 INCON TS-1001 Tank Sentinel Monitoring System

4.0 PREREQUISITES FOR FUEL DELIVERY
4.1 Don personal protective equipment, as needed.
4.2 Prior to arrival of the fuel delivery truck, the facility employee shall inspect the fuel tank fill riser spill bucket to insure it is clean and dry. Any water or debris shall be removed and disposed of properly.
4.3 Upon arrival of fuel delivery truck, the facility employee shall remove lock and cap from the fill riser pipe.
4.4 The facility employee shall note the tank level on the INCON tank monitoring system.
4.5 Prior to allowing the tank truck delivery driver to off-load fuel into the tank, the facility employee must insure/observe that the delivery driver measures existing fuel in the tank. Fuel is measured using a graduated dip stick.
4.6 The facility employee shall review the Bill of Lading and Product Transfer Document for the shipment to ensure that the type and quantity of fuel to be delivered is the type and quantity that was ordered, and that it is being transferred into the correct tank. The facility employee shall confirm that quantity of fuel in the tank added to the quantity of fuel being delivered will not exceed 9000 gallons.

NOTE: STATE REGULATIONS PROHIBIT FUEL IN TANKS TO
EXCEED 90% OF TANK CAPACITY (9000 GALLONS). THE HIGH LEVEL ALARM WILL SOUND IF EXCEEDED!

Any deviation shall be immediately reported to the Fleet Services Manager or the Shop Supervisor, for approval to continue the off-loading process.

4.7 If the fuel delivery is unleaded gasoline, the facility employee shall proceed with the following vapor poppet inspection:
   a) Remove lid (see picture “A”).
   b) Inspect the o-ring seal on the underside of the lid (see picture “B”). Notify Shop Supervisor if seal needs to be replaced.
   c) Push the pop-up valve down (see picture “C”). If the valve sticks and does not pop up, note the defect/repair item on the Daily Maintenance Inspection report and notify the Shop Supervisor for repair.

4.8 The facility employee shall place the “Drainblocker” drain cover over the storm drain inlet in the parking lot just to the southwest of the tanks, prior to the start of the off-loading process.

5.0 UNLOADING PROCEDURES

Note: The tanker truck delivery driver shall only off load the fuel by gravity feed. The pump on the truck shall not be used. This will minimize the risk of overfilling the tank, and minimize a spill should a failure of a hose or connection occur.

5.1 Install vapor line to the trailer and to customer fitting.
5.2 Open customer valve on vapor line. Open the quarter turn valve on vapor line, on the trailer.
5.3 Install liquid hose on the outlet of the pump and then to customer fill fitting.
5.4 Open valve on customer end of the liquid hose.
5.5 Open two valves between trailer internal valve and pump.
5.6 Open valve on discharge side of pump, at hose.
5.7 Pull liquid and vapor levers open. This opens the liquid internal valve at the bottom of the trailer and the vapor valve on top of the trailer.
5.8 When trailer is empty or the tank is full, shut off the first valve out of the trailer.
5.9 Install air line from tractor (red) to front of trailer. Push in button on dash to charge air line.
5.10 Open quarter turn valve to blow out hose. Shut quarter turn valve.
5.11 Shut off vapor line valves, close the two valves on the liquid and vapor internal lines.
5.12 Carefully remove the vapor line.
5.13 Lift liquid hose to be sure it is empty. Close all valves on trailer liquid line. Carefully remove liquid line from customer fitting and promptly install caps or plugs in hose to keep them clean. Do the same with customers fittings.
5.14 Double-check that all valves and fittings are closed.

6.0 POST DELIVERY REQUIREMENTS

6.1 The facility employee shall insure/observe that the delivery driver measures the fuel
(sticks) the tank after completion of tank filling. Also note the post delivery tank level on the INCON tank monitor, and calculate the amount of fuel delivered.

6.2 The facility employee shall install cap and lock on the tank fill riser pipe.

6.3 The facility employee shall verify that the amount delivered, as stated on the bill of lading, corresponds with the amount calculated via the INCON tank monitor and manually sticking the tank. If not then notify the Fleet Services Manager or Shop Supervisor of the discrepancy. The facility employee shall then sign the Bill of Lading and Product Transfer Document and forward them to the Fleet Services Manager.

7.0 EMERGENCY RESPONSE

7.1 Carefully observe all fittings during delivery. **STOP THE DELIVERY PROCESS AT ANY INDICATION OF A LEAK.**

7.2 **Tank Overfill** - The fill connection on the storage tank is fitted with an overfill protection system, which is an automatic shut-off valve designed to be installed in the 4" fill riser pipe, to reduce the flow by 90% at the first “limiting” stage (approximately 92% of tank capacity) and to shut down the flow at 95% tank capacity. This is accomplished by 1st and 2nd stage floats and flapper valves. The INCON tank monitoring system is set up to alarm on high tank level at 90% capacity. If this alarm (horn and strobe light mounted on the north wall of the building) should come in during tank filling operations, the facility employee shall immediately direct the delivery driver to cease the filling operation.

7.3 **Diesel Fuel Spill** - A diesel fuel spill could occur due to overfilling a tank, a ruptured delivery hose, broken hose/truck fitting, an improperly secured fitting, or not insuring that the hose is properly drained prior to disconnecting it. In addition to the “Drainblocker” pad which has been placed over the storm drain prior to commencing fuel delivery, the facility employee shall proceed with Policy & Procedure #900-03, Hazardous Material Spills and Clean-Up. If the spill is large and cannot be cleaned up by facility employees, then the facility employee shall call 911 and request response from the Sacramento County Hazardous Material Response Team. Ramos Environmental 800-456-7745 (24 hours) can also be contacted to provide clean up services.

END OF PROCEDURE

Revisions:
Rev #1: Procedure revised by Designated Underground Storage Tank Operator - Added References, Scope, Prerequisites, and Emergency Response Dated: 4/17/07