

Facility/Plant Name
ENVIRONMENTAL WORK PRACTICE
EWP- 024.01

OPERATION: BULK MATERIAL LOADING AND UNLOADING

- 1 When the Bulk Material Transporter arrives at the facility, an area or department representative will direct the transporter to the appropriate tank.
- 2 The transporter and area or department representative will follow this transfer procedure:
 - 2.1 The transporter is responsible for ensuring that the truck has appropriate DOT placarding prior to entering the facility.
 - 2.2 The transporter is instructed by the area or department representative regarding the facility's bulk material transfer protocol.
 - 2.3 The area or department representative indicates proper tanker spotting.
 - 2.4 The area or department representative verifies that the volume available in the bulk storage tank is greater than the volume of product to be transferred from the delivery tank. The transporter is responsible for ensuring the capacity of the tank truck is not exceeded.
 - 2.5 The area or department representative will remove pipeline caps or blanker flanges and assure connection to the correct delivery transfer lines.
 - 2.6 The area or department representative inspects facility transfer connections for damage or material leaks.
 - 2.7 The transporter will make all connections necessary for material transfer.
 - 2.8 The area or department representative will stay alert and have a clear unobstructed view of the operation at all times during the transfer.
 - 2.9 The area or department representative will verify the transporter is in attendance monitoring the transfer operations.
 - 2.10 The area or department representative is authorized to order the transporter to terminate the transfer and have the driver move the tanker during an emergency.
 - 2.11 The transporter will remove transfer lines such that excess material will flow back toward the receiving tank or catchment basin.
 - 2.12 The area or department representative will monitor the termination process.
- 3 Copies of shipping manifests are retained by the appropriate area or department. Waste manifests are retained by the Environmental Management Representative or designee.
- 4 The bulk material storage area is inspected weekly by the appropriate area or department and an inspection log completed.