

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
  - Inspect area for spills

EOC will use the attached checklist to verify all procedures are followed. Drain mats and spill material are kept in designated areas near the tanks.

**Record keeping:** Attached checklist shall be completed for each delivery/off load and given to the Asso. Coordinator of Business Services and made available for review by the Coord of EHS and others upon request

**Record Location:** EOC Business Services records

**Contact:** Asso. Coord of Business Services 273-1900  
Coordinator of Environmental, Health and Safety (629-7163)

#23 Tank deliveries

**TANK DELIVERY LOG**  
**Hudson Valley Community College, EOC**

Location \_\_\_\_\_

D/P Co. \_\_\_\_\_

Tank \_\_\_\_\_

EOC Personnel: \_\_\_\_\_

Quantity D/P: \_\_\_\_\_

Date: \_\_\_\_\_

ITEM	COMMENTS
<b>Area inspected prior to delivery:</b> - storm drains sealed or protected - no traffic or personnel in area	
<b>Tank capacity to receive delivery verified</b>	
<b>Ignition sources eliminated</b>	
<b>Wheels chocked or other means to lock brakes fail safe applied</b>	
<b>Hoses inspected for evidence of deterioration or cracks</b>	
<b>Truck inspected for leaks</b>	
<b>Tank gauges working</b>	
<b>Area inspected after delivery for spills</b>	
<b>Tank and truck valves re-sealed after delivery</b>	