

Appendix E

Loading/Unloading Procedures

Spill Prevention Control and Countermeasure Plan
Loading and Unloading Procedures

1. **YOUR TRUCK MUST HAVE A SPILL KIT.**
2. **A SPILL KIT SHOULD BE AT THE TANK SITE.**
3. **CHOCK VEHICLE WHEELS.**
4. **BONDING CABLES MUST BE CONNECTED BEFORE LOADING/UNLOADING PROCEDURES ARE INITIATED.**
5. **PRIOR TO FILLING, INSPECT THE LOWERMOST DRAIN AND ALL VEHICLE OUTLETS FOR DISCHARGES.**
6. **MAKE SURE THAT ALL HOSE CONNECTIONS ARE TIGHT BEFORE OPENING VALVES.**
7. **DRIVER MUST STAY OUTSIDE THE VEHICLE AND WATCH ALL CONNECTIONS THROUGHOUT THE (UN) LOADING.**
8. **CLOSE TRUCK VALVES PRIOR TO DISCONNECTING HOSE.**
9. **USE BUCKET TO CATCH DRIPS WHEN DISCONNECTING HOSE.**
10. **PRIOR TO DEPARTURE, INSPECT THE LOWERMOST DRAIN AND ALL VEHICLE OUTLETS FOR DISCHARGES.**
11. **SPREAD SORBENT ON ANY OIL DRIPS ON THE GROUND.**
12. **MAKE SURE ALL TRUCK AND TANK VALVES ARE SHUT BEFORE LEAVING.**
13. **DRIVER IS RESPONSIBLE FOR TIGHTENING, ADJUSTING, OR REPLACING OUTLETS TO PREVENT ANY LEAKAGE WHILE IN TRANSIT.**
14. **REPORT ANY SPILL TO YOUR SUPERVISOR OR CONTACT OXY'S HES DEPARTMENT IMMEDIATELY!**