

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!