

Environmental Standard Operating Procedure			
Originating Office:  <b>MCAS Miramar</b>  <b>Environmental Management Department</b>	Revision: Original	Prepared By:  Environmental Management Department	Approved By:  William Moog
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## Title: Fuel Transfer - Tank Truck

### 1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for performing fuel transfers from vehicle fuel tankers into fuel storage tanks and dispensing facilities such as aboveground storage tank(s) (ASTs) and/or underground storage tank(s) (USTs).

### 2.0 APPLICATION

This guidance applies to those individuals who work with or manage the transfer of fuel from vehicle fuel tankers into fuel storage and dispensing facilities such as ASTs and USTs onboard Marine Corps Air Station (MCAS) Miramar.

### 3.0 REFERENCES

- 40 CFR 112.7(E) (Code of Federal Regulations)
- CCR Title 23 Chapter 16
- Underground Storage Tank Management Plan (USTMP)
- Air Quality Management Plan (AQMP)
- Spill Prevention Control & Countermeasure (SPCC)
- Storm water Discharge Management Plan (SWDMP)

### 4.0 PROCEDURE

#### 4.1 Discussion:

Spills and leaks associated with improper fuel transfers from vehicle fuel tankers can be potentially detrimental to human health and the environment and cause adverse regulatory action. Although the operator is responsible for the actual operation of the vehicle fuel tanker itself, it the responsibility of the fuel dispensing facility operator/manager to ensure that the fuel transfer is performed according to standard operating procedures.

#### 4.2 Operational Controls:

Each Unit/Section at the MCAS Miramar with ASTs and/or USTs will monitor the actual transfer of fuel from the fuel tanker truck into the storage container and provide guidance as it pertains to site specifics before, during,

and after filling operations.

The following procedures apply:

1. Ensure that MSDSs (Material Safety Data Sheets) are current and available for each product the fuel tank truck may be carrying and where storage or transfers are performed.
2. Ensure PPE (personal protective equipment) is available for spill clean-up.
3. Post "No Smoking" signs around ASTs and USTs.
4. Ensure that spill kits and fire extinguishers are available in case of an emergency.
5. Follow all Permit to Operate (PTOs) conditions for all Aboveground Storage Tank(s) as applicable.
6. Follow all Permit to Operate (PTOs) conditions for all Underground Storage Tank(s) as applicable.
7. Maintain turnover folder information for this Standard Operating Procedure.

#### **4.3 Documentation and Record Keeping:**

The following records must be maintained:

1. MSDSs for product stored in ASTs and USTs.
2. Hazard Communication and ASTs and USTs Logbook training records.
3. Vehicle Fuel Tank Operators will maintain their documents.

#### **4.4 Training:**

All affected personnel must be trained in this Standard Operating Procedure and the following:

1. Hazard Communication training.
2. ASTs & USTs Logbook training.
3. Vehicle Fuel Tank Operators will perform and provide their own training per their unit's SOPs.

#### **4.5 Emergency Preparedness and Response Procedures:**

Call 9-1-1.

**4.6 Inspection and Corrective Action:**

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Fuel Transfer- Tank Truck – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector’s Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs readily available and current? <i>(29 CFR 1910)</i>			
2. Are all requirements per AST PTO being followed?			
3. Are all requirements per UST PTO being followed?			
4. Have “No Smoking” signs been posted around the AST?			
5. Use only approved gasoline?			
6. Have any abnormal conditions been found during weekly inspections and their corrective actions been recorded in the logbook?			
7. Has equipment been found free of the following defects?  a. Loose, missing, or disconnected nozzle components, including but not limited to boots, face seals, face cones, check valve wires, diaphragm covers and latching devices;			

<ul style="list-style-type: none"> <li>b. Defective shutoff mechanisms;</li> <li>c. Loose, missing, or disconnected vapor fuel hoses and associated components including but not limited to flow restrictors, swivels and anti-recirculation valves;</li> <li>d. Crimped, cut, severed, or otherwise damaged vapor or fuel hoses;</li> <li>e. Missing, turned off, or otherwise not operating assist type vapor recovery systems, or any components of such systems;</li> <li>f. Improper or non-"CARB certified" equipment or components;</li> <li>g. Inoperative, severely malfunctioning or missing vacuum producing device;</li> <li>h. Inoperative, loose, missing or disconnected pressure/vacuum relief valves, vapor check valve or dry breaks.</li> </ul>			
8. Is a spill kit nearby? <i>(29 CFR 1910)</i>			
9. Is a fire extinguisher kept near potentially flammable material? <i>(29CFR 1910)</i>			
10. Is PPE kept near potential health hazard areas? <i>(29CFR 1910)</i>			
11. Are training and inspection records maintained and available for inspection? <i>(MCO P5090.2A 9104.1(k)(5)- inspection only)</i>			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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