

ENCLOSURE 1: FUEL TRANSFER PROCEDURE

FUEL TRANSFER OPERATIONS:

1. Smoking is prohibited while loading or unloading the transfer vehicle.
2. A trained vehicle operator must be present during fuel transfer operations.
3. Prior to initiating transfer, a trained operator shall determine the fuel level in each receiving tank and ensure volume of fuel to be delivered does not exceed the fuel storage tank maximum capacity.
4. Fuel dispensing operations will be accomplished during daylight hours except under emergency conditions, and will be scheduled in advance whenever possible.
5. The tank truck must be accompanied by a trained operator who, prior to dispensing, will ensure that locked valves and fill caps are unlocked and that spill response materials (adsorbent pads, booms and adsorbent material) are in adequate supply and are readily available. Spill response materials will be present at the site. Contact the Environmental Division when materials have been spent, so that they can be replenished in a timely manner.
6. Tank truck brakes shall be set, the wheels shall be chocked, and the trained operator shall remain with the tank truck during fuel dispensing operations.
7. During hose connection, tank filling, and hose disconnection, employ safe methods and precautions to avoid unnecessary dripping and/or releases from hoses and connection equipment. Ensure that the fuel storage tank is properly vented prior to connecting the hose.
8. When transferring fuel to gasoline and diesel underground storage tanks, ensure that catch basins and storm water drain openings are adequately protected by closing the adjacent storm drain valve or applying other storm drain protective measures prior to fuel dispensing operations to include making any hose connections. The storm drain valve shall not be opened until the fuel transfer operation is complete, all hoses are properly drained and stowed, and any spillage has been contained and removed.
9. When transferring fuel into emergency power generator tanks, all catch basins and/or storm water drain openings in the immediate area will be covered with a protective mat, protected with an adsorbent boom, or other suitable storm drain protective measures prior to fuel dispensing operations to include making any hose connections. Protective covers shall not be removed until the fuel dispensing operation is complete, all hoses are properly drained and stowed, and any spillage has been contained and removed.
10. Prior to filling fuel storage tanks and before the servicing tank truck departs the area, the lowermost drain and all outlets of the vehicle must be examined for leakage and if necessary tightened, adjusted or replaced to prevent leakage while off-loading or while in transit.
11. Ensure all hoses on the servicing tank truck have been connected and are tight. A drip pan will be placed under the vehicle's unloading valve, or an adsorbent boom may be placed around the tank truck.
12. After fuel dispensing operations are complete, the fuel hoses will be disconnected in a manner that allows any excess fuel remaining in the lines to gravity drain into the storage tank, or be pumped back into the service vehicle tank. Any small dripping material shall be contained and removed.
13. The trained operator shall visually inspect the immediate area for any signs of possible releases.
14. If fuel spillage occurs during fuel dispensing operations, stop refueling operations immediately and follow DSCC Emergency Response and Spill reporting procedures

outlined below:

SPILL REPORTING:

Any person noticing or suspecting a release should contact the DSCC Emergency Dispatch immediately at (614) 692-2111. The person making the initial report should give as much information as possible including:

1. Substance spilled and approximate amount
2. Location and source of spill
3. Approximate time spill began or time first noticed
4. Is release ongoing or has it stopped
5. Does the spill pose an immediate threat to human health or the environment

Please see the DSCC Spill Response Policy for more information.

MOBILE FUEL TRUCK:

1. All fuel dispensing operations will be performed following the procedures in this policy.
2. When filling the mobile fuel truck tank, do not fill with more fuel than is required.
3. Upon completion of dispensing operations, ensure all contents of the tank have been dispensed so that the fuel truck may be stored empty.
4. The mobile fuel truck shall be parked in an appropriate location. Do not park the truck near catch basins or storm water drains.
5. When parking the mobile fuel truck, the truck brakes shall be set and the wheels shall be chocked.