



**Canadian Fuels**  
ASSOCIATION  
**canadienne des carburants**

# Professional Petroleum Driver's Manual

July 2015

## Statement of Disclaimer

The reader/user acknowledges that it understands that the Canadian Fuels Association does not warrant that these are the best or only procedures, or that by reliance on these procedures, the best results can be achieved and waives any rights of action and agrees that, under no circumstances, shall Canadian Fuels Association, its directors and officers, or its members be liable for any claim for damages or otherwise arising from the use of or reliance on this document/publication.

The reader/user understands that existing legislation and government regulations take precedence over the procedures in this manual and that it is the sole obligation of the reader/user to determine whether the contents of the documents/publication are appropriate and whether it wishes to rely on the contents of the document/publication.

No responsibility is accepted by the Canadian Fuels Association or any of its members concerned with the preparation, production or publication of this report for any statements therein or omissions therefrom that may result in any loss, damage or injury whatsoever to any person relying on this document/publication.

## The Canadian Fuels Association

The Canadian Fuels Association (Canadian Fuels) was created in 1989 as a non-profit association of Canadian refiners and marketers of petroleum products.

The Institute today represents a membership of Canadian companies involved in refining, transporting and marketing petroleum products. These companies supply domestic and industrial consumers with motor gasoline, heating oil, lubricants, and other essential petroleum based products.

Canadian Fuels' mission is to serve and represent the refining and marketing sectors of the petroleum industry with respect to environment, health and safety, and business issues.

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## Introduction

As a professional petroleum driver you perform a potentially hazardous and important function in the distribution of petroleum products. As such it is critical that your training and expertise is sufficient to ensure that safety is never compromised with respect to life, property, and our fragile environment.

To assist you in learning about the industry and your duties, the petroleum industry in conjunction with various petroleum carriers, has produced this manual to acquaint you with safe product handling practices. This manual contains information and guidelines that are standard throughout the industry. It represents the minimum level of professional knowledge and understanding that is required to safely deliver products to all of our customers. The manual is split into Two Parts.

Part One of the manual covers items that every petroleum driver should know including the certification process, information on various petroleum products including their characteristics and hazards, how to prepare for driving your petroleum truck, how to handle emergencies and general loading and unloading procedures.

Part Two reviews the loading and unloading procedures for the specific products or situations that you may be handling. It is a good idea to review all of these sections but you should focus on the one(s) that pertains to you.

It is impossible to cover every situation in the manual. Drivers need to ask for assistance from their dispatch or personnel at the facility where they are dealing with an unknown situation.

The manual will be reviewed and updated from time to time to ensure that it reflects current industry and regulatory requirements.

Canadian Fuels wishes to recognize and thank those involved, from its member companies to the bulk petroleum carriers' industry, whose efforts and participation were instrumental in the development and implementation of the Professional Driver's Manual.

## Request for Change to the Manual

This manual may require revisions, as a result of a member request, legislative or corporate influences or as a continuous improvement initiative.

When revisions are produced, they will be sent to the Canadian Fuels Distribution Committee, who will in turn incorporate them into the manual.

Anyone wishing to make a change should contact the Canadian Fuels Distribution Committee Force using the “Request for Change” form which can be found in Appendix “A”. Below are the procedures to follow:

- Indicate priority of change
  - Urgent
  - Medium
  - Low priority
- Note the Section and page number of the item in question
- Briefly describe the current treatment of the item in the manual
- Describe, in detail, the proposed treatment of the item
- State the reason for the proposed change
- Fax (613) 236-4280 this form to the Distribution Committee along with any pertinent backup material deemed necessary

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- C Truck to Marine Transfer - Bulk Products
- D Carrier Checklist - Truck to Truck Transfer
- E Canadian Fuels Driver Qualification Form
- F Hired Carrier Concern Report

# 1. Becoming a Certified Petroleum Driver

## 1.1. Introduction



In order to promote a positive safety standard and professional image for industry drivers, Canadian Fuels has developed a Driver Certification Program. This program is available to all member companies and is used to train bulk petroleum drivers in the proper procedures for loading and delivering products.

Successful candidates will receive a Canadian Fuels Association certificate indicating that they are a qualified petroleum driver.

For training purposes, individuals without Canadian Fuels certification may load at a terminal if they are under the direct supervision of someone with a valid Canadian Fuels certificate.

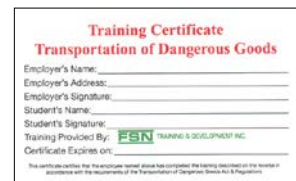


**NOTE:** In addition to Canadian Fuels certification, drivers must also complete individual terminal orientations for locations where they will be loading and unloading.

## 1.2. Driver Certification Requirements

In order for someone to obtain Canadian Fuels certification they must meet the following requirements:

- Hold a valid Driver's License
- Hold a valid TDG certificate
- Have received Workplace Hazardous Materials Information System (WHMIS) training
- US equivalency for TDG / WHMIS is HazMat Endorsement Training Certificate
- Complete a review of the Canadian Fuels Driver training manual and obtain at least 85% on the "closed book" driver examination
- Be familiar with loading rack rules and procedures
- Have loaded and unloaded ten (10) times and/or two (2) weeks under the supervision of a certified driver




## Section 1 - Becoming a Certified Petroleum Driver

- Have received basic emergency response training (minimum requirements at <http://canadianfuels.ca/>; Driver Certification; LTER Guideline Page 10-12)

Upon successful completion of the Examination, a Certificate of Training will be issued to the driver. Driver Certification is approved for a term of three years. An electronic copy of the Qualification Form will be maintained on the Driver Certification database.

### 1.3. Terminal Specific Training

With the certificate in hand the driver may proceed with Terminal Specific Training. This will include:

- Up to three loads  under supervision of a driver trainer or terminal operator
- On the last load, the driver will be tested and oriented by terminal staff on site specific issues
- If the test is successfully completed, the terminal will issue a loading badge/card
- If the test is not successfully completed, the terminal can request that the driver repeat the site specific training until the level of competency is reached



**NOTE:** Three site specific loads at a terminal are not required if the driver completed 10 training loads (to qualify for certification) at the terminal

## 2. Driver Safety Profile

### 2.1. Introduction

The objective of the Driver Safety Profile is to reinforce a structured, standardized and formalized measurement of attitudes and behaviours that meet the needs of our industry. This measurement encourages consistency in the assessment of personnel who utilize the petroleum industry’s loading facilities and deliver to aboveground/underground storage at company owned and customer locations.

The definitions that follow will provide the base to ensure all are aware of the measurement criteria used in the driver Safety Profile.

### 2.2. Safety Profile Definitions

Incident	An undesired event that results in harm to people, damage to property, loss to process or damage to the environment.
Personal Injury	An injury to a person in a work related incident including: fatality, total or partial disability, lost workday, or restricted workday. A medical treatment case that involves neither lost workdays nor restricted workdays, and one time minor first aid treatments, even when performed by a medical professional, are not considered personal injuries.
Mix (Crossover)	A mix is also known as a “crossover” - an unplanned, unintended or unauthorized contamination of one product with another product.
Spill	An unplanned, unintended or unauthorized release of product or material.
Fire/Explosion	Work related incident caused by fire, which results in damage or loss to physical assets.
Vehicle Accident	Work related incident, involving a vehicle, which results in damages excluding normal wear and tear.

## 2.3. Profile Overview

In order to ensure fairness to all concerned, detailed investigations should be performed so that no decision would be arbitrarily made in the enforcement of safety.

The guidelines established will provide a framework which encourages the recommended behaviour enhancements to stimulate an environment of continuous improvement.

The Driver Safety Profile has two major segments:

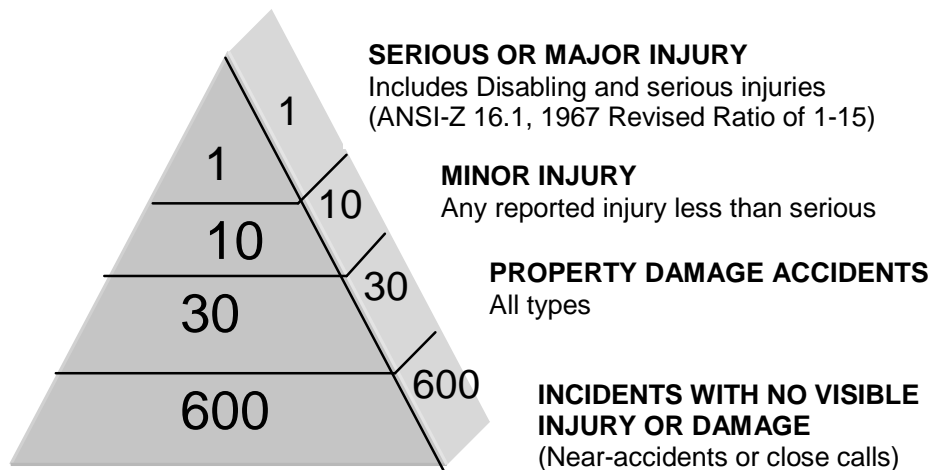
1. Discipline Matrix
2. Incident Appeal Process

The Discipline Matrix is a guideline to allow an industry standard of identification and assessment regarding infractions or incidents that may occur while loading, while en route or when unloading at the destination.

The Incident Appeal Process allows carrier personnel a chance of rebuttal or clarification within a given time period.

Data sheets (Incident Report) will be used to compile the incident information. When completed these should be forwarded to a Canadian Fuels office (note information on form) for file maintenance and control.

### INCIDENT RATIO STUDY



## 2.4. Discipline Matrix

Where the company believes there is reasonable likelihood that discipline will bring about the desired change in behaviour, corrective measures will follow a pattern of progressive discipline. The following is an outline of the progressive discipline program.

- 1) Only driver preventable incidents apply under this program.
- 2) Incidents for which drivers are found to be at fault, or for which their actions or lack of action are contributing factors, will be reviewed according to the disciplinary process. The outcome may range from a reprimand to dismissal, depending on the seriousness and cause of the incident. Mitigating factors, the degree of negligence or carelessness and frequency are some of the factors to be considered in the disciplinary review process.  
Some offences may warrant immediate dismissal from the Canadian Fuels Driver's Certification Program. These offences include for example: failure to report an incident, gross misconduct such as theft or falsification of records, wilful destruction of property or equipment, endangering the lives of others through incompetence, negligence or abuse of alcohol or drugs.
- 3) Points entered under the safety profile would apply for a three-year period from date of incident.
- 4) A ranking system serves as a guideline to those responsible for ruling on preventable incidents. This ranking system/matrix classifies incidents according to risk potential and assigns a numerical point value considered appropriate to the severity of the infraction. The most common incidents are categorized into levels considered, low, medium, and high risk.

Low (3 points)	Medium (6 points)	High (11 points)
No hard Hat (Safety wear)	Engine Running (while loading/unloading)	Smoking
Backing up at rack	Speeding	Spills
Too close to rack	Tearing of ground cable	Leaving Unit (while loading/unloading)
Not using product tags	Mixes/Crossovers	Not reporting an incident

Incidents not included in these categories will be assessed individually. Whenever possible the above matrix will guide in the decision process. While incidents in the low risk category may result in a warning, accumulation of points will be dealt with in the following manner:

## Section 2 – Driver Safety Profile

1-5 points	Review with driver, i.e. discussion, reprimand, etc. Noted in driver's file
6-15 points	Review with driver, i.e. discussion, reprimand, etc. Possible suspension Noted in driver's file
16-33 points	Review with driver, i.e. discussion, reprimand, etc. Automatic suspension, possible termination Option for carrier management to withdraw Canadian Fuels Certification Noted in driver's file

Depending on the severity and the degree of risk involved, the following could range from low to high: accidents, equipment abuse, repeated violations of safety procedures or policies, bypassing or not using safety equipment, horseplay, insubordination, speeding, etc. This would be at the discretion of the reporter and the carrier management team and would be based on the facts as filed in the report.

After an accumulation of points, those ruling on the incident reserve the flexibility to apply either a suspension (above 6 points) or termination (above 16 points), depending on circumstances. The driver's file will reflect all necessary information.

- 5) When a decision to suspend a driver is made, it is expected that this action will best serve the interests of all parties. The period of suspension will reflect the severity of the incident, past performance, attitude and other pertinent factors. As a rule, suspensions are progressive, e.g. three days, five days and seven days for first, second and third offences respectively. Frequent suspensions could lead to the Canadian Fuels certificate being revoked by carrier management. The driver has the right to challenge a decision that may be entered on his file by filing a written appeal, within 90 days, to the Canadian Fuels Incident Appeal Committee. The Committee will meet as appropriate to review the facts of the case and communicate a ruling.
- 6) The local petroleum distribution terminal management retains the right to suspend loading privileges from the terminal in which the incident occurred based on the severity of the incident. The lifting of privileges from individual terminals can be levied up to (low) three day suspension, (medium) five day suspension or (high) seven day suspension at the discretion of the terminal management.
- 7) A Canadian Fuels Carrier Incident Report Form must be completed and forwarded to the shipper (if required) and the Canadian Fuels

- 8) office via the internet process ([www.cppiwest.com](http://www.cppiwest.com)) within seven calendar days from the date of the incident. If not registered for the internet process, contact your regional Canadian Fuels office.

## **2.5. Driver Incident Appeal Process**

An individual may appeal a “preventable” ruling upon presentation of relevant factual evidence not available at the time of original ruling. The appeal must be based solely on new facts. Argument based on opinion only does not constitute a permissible basis for appeal.

- 1) To communicate an appeal, an individual must advise his/her direct supervisor, in writing, of any new factual information, within a 90 day period.
- 2) When the supervisor has confirmed the relevance of the request, the new information is to be mailed/faxed to all members of the Canadian Fuels Incident Appeal Committee for review, using the Chairman of the Canadian Fuels Incident Appeal Committee as the focal point.
- 3) After each member of the Canadian Fuels Incident Appeal Committee has had time to review the additional fact of the incident, they will communicate their updated ruling to the Chairman of the Canadian Fuels Incident Appeal Committee, who in turn will consider all rulings and pass the judgment back to the carrier company. The supervisor in the carrier company can then advise the driver of the Appeal Committee’s decision.

## **2.6. Canadian Fuels Incident Appeal Committee Charter**

- 1) Two representatives from the shipment companies.
- 2) Two representatives from the common carrier companies.
- 3) One driver representative – this will be case specific; the driver representative will be from the same company as the driver who initiated the appeal. Each carrier company is to elect a driver representative who will be involved with the appeal process.
- 4) Committee member to serve a one year term. It will be up to the specific company to change members, or continue with the incumbent beyond the one year period.
- 5) The committee must elect a Chairman from its members who will:
  - (a) Coordinate meetings as required.
  - (b) Act as the focal point for decisions by the Canadian Fuels Incident Appeal Committee.
  - (c) Act as the focal point for shipping or common carrier companies to discuss and /or review rulings.



Section 2 – Driver Safety Profile

**Canadian Fuels Carrier Incident Report (Electronic [www.cppiwest.com])**

	Ref	Year	QTR	Seq #
Report No. <input style="width:100%;" type="text"/>	<input style="width:40px;" type="text"/>	<input style="width:40px;" type="text"/>	<input style="width:40px;" type="text"/>	<input style="width:40px;" type="text"/>
Date <input style="width:100%;" type="text"/>			QTR Stats: <input type="checkbox"/>	Record ID # <input style="width:40px;" type="text"/>
	dd/mm/yyyy	Submitted: <input type="checkbox"/>		<input style="width:40px;" type="text"/>
Carrier Name <input style="width:100%;" type="text"/>	Branch / Location <input style="width:100%;" type="text"/>			
Driver's Last Name <input style="width:100%;" type="text"/>	First name, Middle Initial <input style="width:100%;" type="text"/>			
Driver's Operator License No. <input style="width:100%;" type="text"/>	Driver Cert # <input style="width:100%;" type="text"/>	Incident Date <input style="width:100%;" type="text"/>	Incident Time <input style="width:100%;" type="text"/>	
Delivering To: <input style="width:100%;" type="text"/>	AT <input type="checkbox"/>	City or Town <input style="width:100%;" type="text"/>	Province <input style="width:100%;" type="text"/>	Known As <input style="width:100%;" type="text"/>
			Name of Facility / Co. Affiliation	
Was receiving party involved in product off-loading? Check if YES <input type="checkbox"/>			Point Assessed: <input style="width:40px;" type="text"/>	
Hauling For: <input style="width:100%;" type="text"/>	Shipping terminal: <input style="width:100%;" type="text"/>	Operated By: <input style="width:100%;" type="text"/>	General Location: <input style="width:100%;" type="text"/>	
Incident Type: <input style="width:100%;" type="text"/>	Estimated Volume: <input style="width:100%;" type="text"/>	In Litres		

**RESULTANTS:** (select as many as required in appropriate category)

Mix, Spills, Fire / Explosion	Personal Injury	Vehicle Accident
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Product Type <input style="width:100%;" type="text"/>	Specific Location <input style="width:100%;" type="text"/>	Customer Type <input style="width:100%;" type="text"/>

**IMMEDIATE CAUSES**

Substandard Actions

Substandard Conditions

**BASIC (ROOT) Causes**

Personal Factors

Job Factors

**DEVIATION AREA** (select as many as required)

<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>

Brief Description of Incident

Submitted By <input style="width:100%;" type="text"/>	Phone <input style="width:100%;" type="text"/>	Incident Cost <input style="width:100%;" type="text"/>
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### 3. Terms & Definitions You Should Know

Biodiesel	Biodiesel is a domestic, renewable fuel for diesel engines derived from natural oils like soybean oil.
Bonding	Maintaining contact between two metal objects so that a charge does not pass from one to the other. e.g. between two trailers or between a filling spout and the trailer dome.
Bottom Loading	Transferring product from the terminal through the bottom of the receiving tank.
Catch Pail	See drip container.
Combustible Liquids	Petroleum products that have a flash point at or above 60.0°C (e.g. diesel, jet fuel).
Delivery Meter	Mechanical meter head that measures temperature compensated volumes of delivery.
Denatured Ethanol	Ethanol blended with various additives to render it unfit for human consumption.
Density	The mass per unit volume of an object such as pounds per cubic foot or kilograms per cubic metre.
Drip Container/Pail	Grounded pails used to collect hose or valve drippings.
Envirotank	Double walled tank normally protected by dikes.
Ethanol	Grain alcohol made from agricultural products, primarily corn.
Flammable Liquids	Petroleum products that have a flash point below 60°C. Where a combustible liquid is heated above its flash point, it shall be treated as a flammable liquid.
Flash Point	The temperature level where a petroleum product will release sufficient vapours to allow it to burn.
Grounding	The process of removing the excess charge on an object by transferring the charge to the “ground”. Petroleum trucks/trailers are equipped with grounding cables or grounding balls.
Internal Valve	A safety valve inside the trailer that will shut off the flow of product.
Loose-Connected Nozzle Deliveries	Hose reel deliveries where the nozzle is inserted into the tank’s inlet fitting. This type of delivery is completed with an automatic shutoff nozzle and must not be used to fill storage tanks through overfill protection devices.

## Section 3 – Terms & Definitions You Should Know

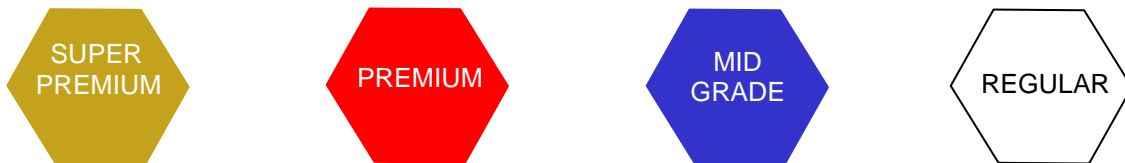
Middle Distillates	A general classification of fuels that includes heating oil, diesel fuel and kerosene.
PPE – Personal Protective Equipment	Equipment to be worn by petroleum workers to protect them from coming in contact with the product.
Scupper	An opening in the side of a ship at deck level to allow water to run off.
Scully	An electronic sensor used between the loading rack and trailer to indicate that the equipment is properly grounded and to stop loading when the tank is full.
Splash Loading	When the product being transferred in Top Loading, is poured on top of the product already in the receiving tank.
Static Electricity	The buildup of an electric charge in an object which can create an electric “shock” when the charge moves from one object to another.
Switch Loading	The loading of low volatility products, such a kerosene or diesel, into a compartment which previously contained a high volatility product such as gasoline.
Tight-Connected Nozzle Deliveries	Hose reel deliveries where the nozzle is camlock-connected to the tank’s inlet fitting. This is a closed liquid delivery system and storage tanks must be vented.
Top Loading	Transferring product from the terminal through the top of the receiving tank.
Ullage	The amount by which a container falls short of being full.
Low Sulphur Diesel	A diesel product with an extremely low sulphur content (15 parts per million) which needs special handling.
Volatility	The rate at which a liquid vaporizes.
Water Paste	A water indicating paste used with petroleum products to determine the level of water in tanks.
WHMIS – Workplace Hazardous Materials Information System	A Canada wide communication system for transmitting information about hazardous materials used in the workplace.

## 4. Introduction to Petroleum Products

### 4.1. Introduction

Petroleum Products can be split into several categories. These include gasolines, middle distillates and a number of other products including aviation fuel, heavy fuel oil, solvents and asphalt. Below is a breakdown of the various product groups.

### 4.2. Gasoline



#### 4.2.1. General

These are the most common products and are used to fuel our vehicles and other engines. Gasolines are highly flammable so many precautions are taken to minimize the risk. There are several grades of gasoline which include:

- Super Premium
- Premium
- Mid Grade
- Regular



The industry uses the above names as a standard to reduce confusion between companies.

#### 4.2.2. Fuel Ethanol



Ethanol is sometimes added to gasoline in order to help reduce the use of petroleum products and the greenhouse gases created by them.

Ethanol, or ethyl alcohol, is grain alcohol made from agricultural products, primarily corn. The manufacturing process is similar to making beverage alcohol, except that all moisture is removed for fuel use.

Ethanol is not to be confused with Methanol which is made from natural gas or coal.

All grades contain from 5-10% ethanol and are blends of LVB (low volatility basestock) and ethanol.

Ethanol-gasolines have the same properties as conventional gasolines, e.g. octanes, vapour pressure and additives.

Before dropping a load of ethanol-gasoline drivers may be required by their company to test for water in the tank using a water paste. If the level of water in the tank bottom is greater than 2.5 cm do not proceed and inform the distribution manager/terminal manager.

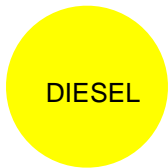
### 4.2.3. Additive & Dye Injection



When additives or dye is added to gasolines, there must be strict adherence to customer specifications. Any irregularities in additive injection must be reported to your supervisor or terminal personnel.

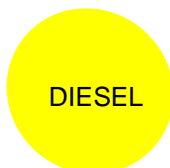
If the terminal's loading system prints additive amount on the Bill of Lading, check that the correct quantities are indicated.

### 4.3. Middle Distillates



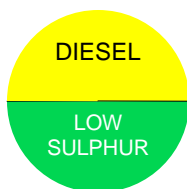
#### 4.3.1. Introduction

Middle Distillates are similar to gasoline but have a higher flash point and will not burn as readily. These include diesel, stove oil, furnace oil and kerosene.



Diesel Fuel is commonly used to fuel trucks and buses while Stove, Furnace and Kerosene are typically for heating purposes. Though the chance of them catching fire is less than that of gasoline, the same precautions are still taken. One additional concern with middle distillates is when they are mixed with gasoline. The mixture may lower the overall flash point of the product, increasing the risk of fire and/or explosion.

Like gasoline, diesel can be blended to make a more environmentally friendly product such as Biodiesel. Biodiesel may be used in place of diesel and will work with most diesel engines.



Low Sulphur Diesel (ULSD) has been developed with an extremely low sulphur content to help improve air quality and reduce related health effects. The Canadian Government passed regulations that limits on-road diesel to 15 parts per million of sulphur content at point of sale. Regular diesel contains more than 15 parts per million of sulphur. The Government is also requiring the regular diesel sulphur content to be reduced to 15 parts per million in 2010.

One of the challenges with ULSD is that it can easily be contaminated if it is mixed with regular diesel. Special procedures must be followed including product testing at various points in the distribution system and flushing the system before loading ULSD into a tank that previously did not contain it.

## 4.4. Aviation Products

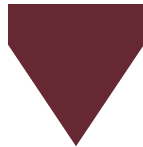
### 4.4.1. Introduction



Aviation products are at the top of the spectrum with respect to care, testing, quality control and handling. Drivers loading/unloading and transporting these fuels require upgraded training for quality control, product testing, documentation and delivery. The following products fall into the aviation class. Jet fuel is used for large jets. Avgas is for smaller planes.



## 4.5. Heavy Fuel Oil



### 4.5.1. Introduction

Heavy Fuel Oil or Bunker is commonly used to power ships. Due to the thick nature of this fuel it must be transported at high temperatures. Normal loading temperatures vary between 65°C (150°F) and 93°C (200°F). This high temperature creates an additional risk with this product known as “foaming”. It occurs when water or ice residue in the tank is heated by the heavy oil causing steam to form and resulting in boiling-over or foaming. This is why it is very important to remove all water from the tank before filling it.

## 4.6. Lubricating Oils



### 4.6.1 Introduction

Lubricating Oils are typically used for vehicles and equipment that require some type of lubrication while they are running. These products are often delivered in bulk to service centres or manufacturing plants.

## 4.7. Solvents



### 4.7.1. Introduction

Solvents are commonly used in manufacturing plants in a wide variety of applications.

## 4.8. Asphalt

### 4.8.1. Introduction

In the petroleum industry, asphalt is the product that is mixed with other products to produce the asphalt for roads or shingles. It is a thick black liquid that must be stored and transported at high temperatures so it will not solidify.

### 4.8.2. Types of Asphalt

There are 3 main categories of asphalt products. All will burn violently or can explode under the right conditions. Possible sources of ignition must be kept away from the product and its vapours.

- 1) Asphalt cements are mostly used for paving and roofing products. Asphalt cements are heavy viscous materials usually maintained at a temperature above 149°C (300°F).
- 2) Cutback asphalts are the most volatile of the asphalt products. They are diluted with a petroleum solvent such as naphtha or fuel oil. This thins out the paving asphalts allowing them to be used at lower



temperatures, generally in the range of 100°C (212°F). Mixing asphalt with a solvent lowers the flash of the product from 149°C (300°F) to that of the solvent (as low as 10°C (50°F) and consequently it is more flammable.

There are 3 types of cutback asphalt:

- (1) RC – rapid curing
- (2) MC – medium curing
- (3) SC – slow curing

Cutbacks are generally stored and shipped at temperatures above their flashpoint. Therefore never use torches or an open flame around them.

- 3) Asphalt emulsions are asphalt cements that are mixed with water and chemicals to make an emulsion (asphalt in water). They are used from 21°C (70°F) to 93°C (200°F) and must be stored and shipped below the boiling point of water 100°C (212°F). Asphalt cements can also be mixed with light oils to produce emulsions.

## 4.9. The Canadian Fuels Colour Symbol System

### 4.9.1. Introduction

The Canadian Fuels Colour Symbol System is used for marking the equipment used to store bulk petroleum products. Colours, tags and standard names help to identify each product so they do not become confused. Booklet available at <http://canadianfuels.ca/en/guidance-material1>

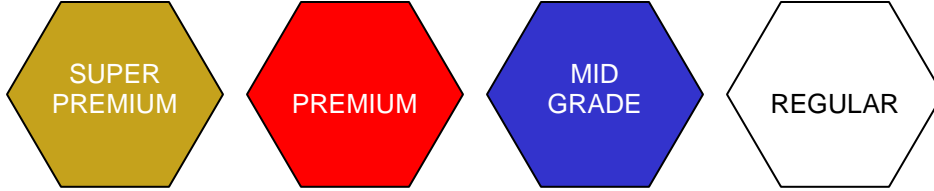
### 4.9.2. Standard Product Tag Colours & Symbols

Three components make up a standard product tag.

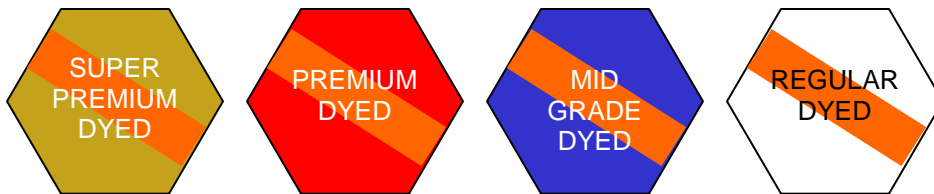
- 1) Colours – each product tag is identified by a different colour – e.g. regular gasoline has a white tag, while diesel is yellow and furnace oil is green.
- 2) Shape – each tag has a different shape – e.g. gasoline is hexagonal, middle distillates are round and aviation fuels are square.
- 3) Written Names – each product tag has the name of the product written on it – e.g. “Regular”, “Diesel”, “Avgas 100”.

### 4.9.3. Standard Colours & Symbols

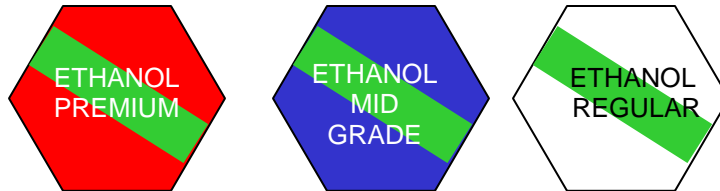
#### UNLEADED GASOLINE



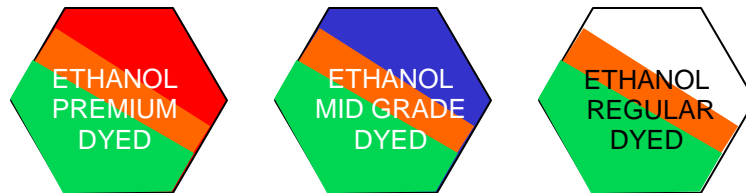
#### DYED UNLEADED GASOLINE



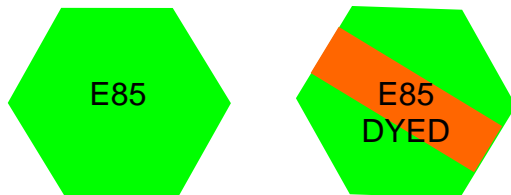
#### ETHANOL BLENDED GASOLINE



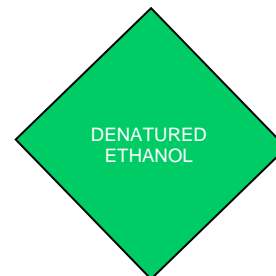
#### DYED ETHANOL BLENDED GASOLINE



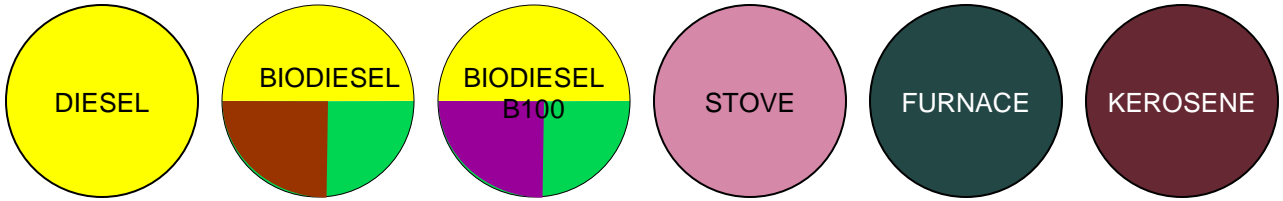
#### ETHANOL 85



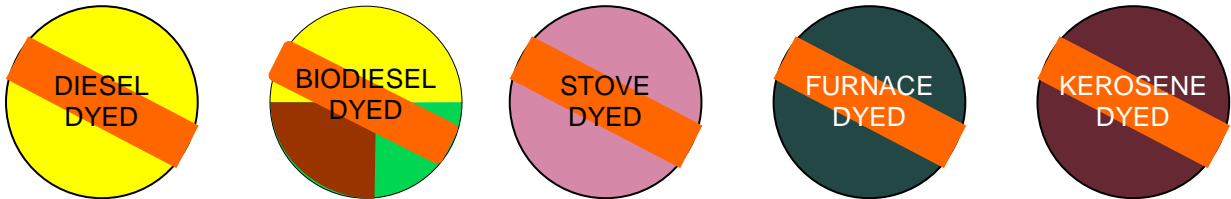
#### DENATURED ETHANOL



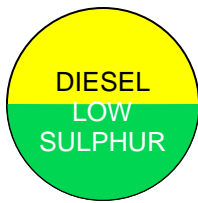
MIDDLE DISTILLATES



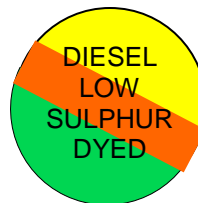
DYED MIDDLE DISTILLATES



LOW SULPHUR DIESEL



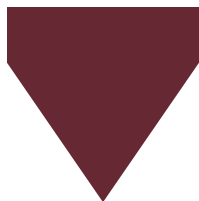
DYED LOW SULPHUR DIESEL



AVIATION PRODUCTS



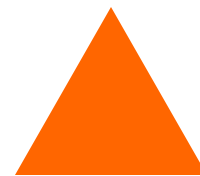
HEAVY OIL



LUBRICATING OIL



SOLVENTS



## 5. Petroleum Product Characteristics & Potential Hazards

### 5.1. General



Petroleum products in general are solvents and are stored in a liquid state. Under many conditions these products also give off vapours which when exposed to the air and a source of ignition will burn. In addition, continual contact with liquid petroleum or breathing their vapours can also cause health hazards. Anyone handling petroleum products must be familiar with their properties and the potential hazards associated with them.

For specific information on the products you will be handling refer to the Workplace Hazardous Materials Information System (WHMIS) and Material Safety Data Sheets (MSDS).



### 5.2. Petroleum Liquids



Fuel Resistant Gloves

Because petroleum products are solvents, getting them on your skin can cause skin irritation and leave skin cells susceptible to disease such as dermatitis. Good work habits include using Personal Protective Equipment to protect yourself against them.

Certain petroleum products such as asphalt are transported at high temperatures. Exposure to this hot material can cause thermal burns to the skin. The metal surfaces containing these products can also be dangerously hot.

### 5.3. Foaming Hazards

On occasion a tank trailer may get water in it. This usually happens when it has been repaired, steam cleaned or rain gets into it.

When water is mixed with hot products such as asphalt or heavy oil, steam will develop rapidly. This could cause a violent boil-over or “foaming” and may result in trailer rupture and serious injuries. Drivers must ensure that the inside tank walls are free of water or ice residue prior to loading.

Hoses must also be kept covered when not in use to prevent moisture from accumulating which could cause foaming at time of delivery.

Dome covers need to be secured to prevent moisture from getting inside the tank.

All loading sites should be checked for specific change of service requirements and use of an antifoam agent should a foaming hazard occur.

## 5.4. Hydrogen Sulphide Hazard

Under certain conditions during the loading of asphalt, hydrogen sulphide (H<sub>2</sub>S) can be given off. Drivers should be aware of the rotten egg smell given off by the H<sub>2</sub>S.

At low concentrations, H<sub>2</sub>S deadens the sense of smell. At high concentrations it can be fatal. Drivers must avoid breathing H<sub>2</sub>S vapours or fumes.

## 5.5. Petroleum Product First Aid

### 5.5.1. Skin Contact (Gasolines & Middle Distillates)

In case of skin contact, wash thoroughly with soap and water

If product is sprayed on the face, avoid rubbing eyes; flush eyes immediately with large quantities of water for at least 10 minutes.



If product is spilled on clothing:

- (1) Avoid all sources of ignition.
- (2) Slowly remove clothing immediately after drenching.
- (3) Rinse contaminated clothing with water before laundering.



**Note:** Drivers should know where the safety showers and eyewash stations are before loading or unloading any petroleum products.



**Note:** Drivers should refer to current WHMIS MSDS.

### 5.5.2. Skin Contact (Cold Heavy Fuel Oil)

Remove cold heavy fuel oil from skin with waterless hand cleaner, warm mineral oil, or petroleum jelly. Wash skin thoroughly with soap and water. If skin is irritated, get medical assistance.

Flush out eyes using water for a period of 20 minutes. Apply a damp cloth and get medical assistance immediately.



### 5.5.3. Hot Product Burns (Asphalt & Heavy Fuel Oil)



If hot asphalt contacts your skin, DO NOT TRY TO REMOVE IT or contaminated clothing. Completely submerge affected areas in ice cold water or cold running water and get medical attention immediately.

In case of burns to the head, neck, shoulders, chest, abdomen or to the back, apply cold damp cloth on the burned surface. To maintain the cooling effect, change the cloth frequently.

Flush out eyes using water for a period of at least 20 minutes. Apply a damp cloth.

### 5.5.4. Petroleum Vapour Exposure

If someone is affected from exposure to petroleum vapours, rapidly provide them with fresh air. If they have a difficult time breathing, a sore throat, cough, etc. seek medical attention.

Should the person stop breathing, proceed with emergency first aid (CPR) (if qualified) and arrange for medical attention.

## 5.6. Personal Protective Equipment (PPE)

### 5.6.1. General



If loading or unloading at terminals, drivers must always follow the terminal's PPE requirements

Wear only clothing made of 100% cotton or cotton blended materials. Fire resistant clothing provides the best protection. Clothing made of 100% synthetic or nylon materials (parkas, snow suits) must be avoided due to static electricity risks and is not permitted at Canadian Fuels member terminals.

Wear oil resistant rubber gloves, CSA approved eyewear, hard hats, footwear and fire resistant clothing that covers the arms and legs (coveralls).

When top loading (to be covered later) wear approved respirator for gasoline based products as protection against exposure to benzene.

## 5.6.2. Special Protection for Asphalt



When dealing with asphalt, loose fitting, fire retardant clothing must be worn with the collar closed and long sleeves buttoned at the wrist.

Heat resistant insulated gloves with gauntlets are to be worn.

Wear CSA approved high top steel toes boots with a heel.

Pants without cuffs are to be worn over the tops of the boots.

Hard hats, goggles and face shields should be worn.

## 5.7. Fire Knowledge

### 5.7.1. Introduction

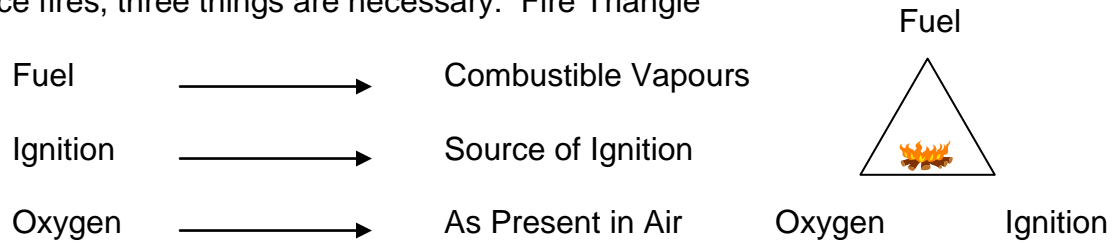
Because petroleum products are flammable under certain conditions, petroleum drivers should be familiar with the nature of fire and the proper ways to control it.



### 5.7.2. The Nature of Fire

Vapours of petroleum products provide fuel for fire. Any uncontrolled burning of petroleum vapour is a major threat to life and property.

To produce fires, three things are necessary: Fire Triangle



If any one element is missing, fire will not occur. Therefore the following actions should be taken to minimize the risk of fire.

- (1) Contain the fuel properly and if there is a fire, eliminate the source of the fuel if safe to do so.
- (2) Minimize exposure to ignition sources.
- (3) Have fire extinguishers available which can eliminate the oxygen fuelling a fire.

### 5.7.3. Fire Extinguisher Classifications



Trucks, trailers, terminals and customer sites have fire extinguishers in case there is a fire. There are 4 classes of extinguishers based on the type of fire it is used for. Class B extinguishers are used for petroleum fires. Most extinguishers used in the industry are rated for Class A, B, & C.

- |         |  |
|---------|--|
| CLASS A | Combustible Materials (paper, wood, etc.)              |
| CLASS B | Flammable Liquids (petroleum, grease)                  |
| CLASS C | Fire Extinguisher Agent is non-conductive (electrical) |
| CLASS D | Metals   |

## 6. Preparing to Drive Your Petroleum Truck

### 6.1. The Essentials of A Professional Petroleum Driver



Petroleum Drivers carry a large responsibility when loading, transporting and unloading their cargo. It is therefore essential that they abide by the following general guidelines.

Stay focussed, think, practice and enforce safety.

Ensure you and your unit are properly equipped to make a safe delivery.

Comply with hours of service regulations.

Have appropriate paperwork, Transportation of Dangerous Goods (TDG) certificate, Air Brake Endorsement, Workplace Hazardous Material Information System (WHMIS) certificate, placards and access cards. Preplan your route to comply with Transportation of Dangerous Goods (TDG), weight and dimension regulations.

Respect your customer's loading/unloading facility and safety requirements.

Never leave your unit unattended while loading or unloading.

Never leave valuables in your cab and always keep it locked when you are away from it.



Never pick up unauthorized passengers.

If you encounter aggressive customers or pets check with your dispatcher prior to trying to complete the delivery.

Deliver on schedule or advise if delayed.

Respect your load – petroleum products are dangerous if not handled properly.

## 6.2. Petroleum Trucks & Trailers

### 6.2.1. Bulk Fuel Trailers



As a petroleum driver you may be involved in driving a variety of different vehicles depending upon the load that you will be carrying. For the most part, large loads are carried in a bulk fuel tractor trailer unit. These may include a tractor with a trailer and a “pup” (B train) or may be multi-axle unit trailers. Trailers may have several compartments which can be used to deliver different products to customers in the same trip. Mostly, these units pick up their product at large terminals and deliver to the large customers who will take a full compartment of product.

Asphalt and Heavy Fuel Oil (Bunker) deliveries require tractors and special trailers because both of these products must be shipped at high temperatures. Double walled trailers and heaters may be used to maintain the high temperatures during shipment. Normally, loading is done in special areas at the terminals and full loads are dropped off at customer sites.

### 6.2.2. Hose Reel Trucks



Furnace oil, lubricating oils, kerosene, solvent and small shipments of diesel or gasoline may be carried in hose reel trucks. Even though these are smaller units the loading procedures are basically the same as with the bulk fuel trailers. Deliveries however, may be quite different as many of these are pumped off and

metered. Quite often these trucks pick up the product at a local distributor and deliver to smaller customers. Many of these vehicles are single axle or tandems and are commonly known as furnace oil trucks.

### 6.3. Before You Start, Check Your Vehicle (Pre-trip Inspection)



Before any Petroleum Driver starts out to either pick up or deliver a load they must ensure that their truck and trailer are in the proper condition. Drivers should follow their company policies and procedures or provincial requirements to check the vehicle both inside and out. Any defects must be recorded on the company vehicle inspection report and corrected prior to leaving.

#### Inside Cab Checklist

- Steering Wheel
- Brakes
- Lights
- Windshield Wipers/Washers
- Mirrors
- Defroster/Heater
- Horn
- Seat Belts
- Parking Brakes
- Emergency Equipment



#### Outside the Vehicle Checklist



- Lights & Reflectors
- Wheels & Fasteners
- Exhaust System
- Fifth Wheel
- Suspension
- Load
- Air Brakes
- Hydraulic Brake Fluid
- Mirrors
- Placards
- Hoses
- Spill Kits

When a driver takes over a unit from another driver he/she should check each of the compartments to ensure that they are clean and empty. This will help to ensure that they know the tank capacities and do not load a compartment that already has product in it.

## 6.4. Transportation of Dangerous Goods

Most petroleum products are considered by Transport Canada to be “dangerous goods” and under the Transportation of Dangerous Goods Act and Regulations they must be identified while being transported.

Any driver transporting dangerous goods must therefore be trained and have a Transportation of Dangerous Goods (TDG) certificate. This certificate will be obtained in a special TDG Course.

As part of the driver’s responsibilities they must ensure that the load is identified by the appropriate placards. Details will be provided as part of the TDG training program.



## 6.5. Driving Your Vehicle



Because of the nature of the product being hauled, it is vitally important that petroleum drivers follow all company policies, procedures and rules of the road. As such, drivers must:

- (1) Ensure the route being taken allows access with maximum rated Gross Vehicle Weight (GVW) and is not affected by bridge weight restrictions or highway weight restrictions. Drivers should be familiar with how the GVW will change depending upon the products they are carrying.
- (2) Ensure the customer site is located on a dangerous goods route or alternate routing has been identified and is in compliance with local or regional laws.

## Section 6– Preparing to Drive Your Petroleum Truck

- (3) Have sufficient room to manoeuvre the truck to where you can load/unload properly.
- (4) DO NOT back up unless absolutely necessary. If backing up is unavoidable have a qualified spotter to assist you and back up slowly with your four-way flashers on. Both the driver and spotter should agree on the hand signals to be used prior to backing up.

### Section 6

## **7. Handling Spills, Fires & Other Emergencies**

### **7.1. General**

As long as there are deliveries of petroleum product, drivers will need to be prepared for a product spill or fire. In order to deal with these the driver must follow the proper procedures.

Ensure the safety of yourself and others.

Notify authorities (Fire, Police, Ambulance).

Secure the area if authorities have not yet arrived at the scene.

Contain the leak/fire if safe to do so.

Remain at the scene to provide assistance to the first responders (Fire, Police, Ambulance).

Inform authorities of the response expected from the employer, including the role of emergency response contractors and mutual aid plans.

Understand the role of the emergency responders.

Report the incident to your employer (as per your emergency response plan).

If the media is at the scene, the driver is not required to speak with them.

### **7.2. Vehicle Accidents**

If involved in a vehicle accident, the professional driver should always follow his/her company's procedures.



## 7.3. Incidents Resulting in Spills

### 7.3.1 General

In the event of a spill, taking action in those first critical moments after the incident can greatly reduce injuries and damage to the environment.

Take a few seconds to determine the fire and safety risk. If safe to do so, take the following actions:



- (1) Stop the flow of product.
- (2) Stop all sources of possible ignition.
- (3) Get clear and move people from the immediate area so that they are clear of danger.
- (4) Get help. Call or have someone call the fire department, police and your dispatch with information concerning:
  - (a) spill location
  - (b) product spilled
  - (c) injuries
  - (d) potential contamination
- (5) If possible, assist police and fire department.
- (6) If danger of fire/explosion is removed, then proceed with the following actions.
  - (a) If authorities have not yet arrived, secure the immediate area.
  - (b) Contain the spill using earth or absorbent materials and block off, drains, manholes, culverts, dykes and ditches. Any materials used as absorbents must be removed to a safe disposal area.
  - (c) Assist authorities in cleanup and reporting.
- (7) Never leave the scene of an accident or spill unattended.





## 7.4. Spill Containment Kits



### 7.4.1. Minimum Requirements for Petroleum Tank Truck Spill Containment Kit

- 10 Reusable Absorbent Pads
- 4 Heavy Duty Garbage Bags
- 1 20 Litre Metal Pail with bonding/grounding cable and lid
- 1 1m x 1m Heavy Poly (manhole cover)
- 1 Shovel (aluminum)
- 1 1m Boom Sock
- 1 List of Contents
- 1 Broom (optional)
- 1 Floor Dry
- 1 Plug & Dyke (optional)

### 7.4.2. Minimum Requirements for Asphalt Tank Truck Spill Containment Kit

- 1 20 litre Metal Pail and lid (no grounding cable)
- 4 Heavy Duty Garbage Bags
- 1 1m x 1m Heavy Canvas Tarp of Heat Resistant Material (manhole cover)
- 1 Shovel (aluminum)
- 2 List of Contents

It is recommended that the kits be contained in the metal bucket and maintained separate from other equipment on the truck.



**NOTE:** Plastic pails and plastic carrying handles are NOT permitted.

## 7.5. Mixes (Crossovers) or Contamination

Product quality must be maintained. Never mix products.

It is imperative that the flashpoint on middle distillates such as diesel fuel, heating oil, and stove oil not be lowered by mixing with gasoline. For example, putting gasoline into a furnace fuel tank creates a very dangerous situation.

Contamination of an asphalt tank with moisture may result in a serious foaming hazard (boil over).

In the event of a product mix, the driver should follow this procedure:

- (1) stop the flow of product.
- (2) immediately advise the receiver.
- (3) ensure all product withdrawals stop.
- (4) calculate the individual quantities of mixed products.
- (5) advise your dispatcher, report details and actions taken, and wait for instructions.

Do not allow any contaminated product to be sold.

Remain on site until help can be provided.

## 7.6. Fire Emergency Procedures

### 7.6.1. General

All drivers must be thoroughly familiar with the location and operation of all fire safety equipment.

Personnel involved with the transportation of flammable products must be familiar with the operation and use of portable fire extinguishers. In the interest of safety, many professional bulk petroleum drivers are enrolling in fire training courses to improve their fire fighting capabilities and skills. For more information, contact your supervisor.



## 7.6.2 Fire at Loading Facilities

Ensure the safety of yourself and others. If necessary, leave the area and call for help. Only if you feel safe to do so should you carry out the following procedures.



- (1) Immediately implement the terminal's fire emergency procedures.
- (2) Shut off source of fuel, use emergency shutdown.
- (3) Disconnect all loading arms and close dome covers.
- (4) Experience has shown that most fires can be extinguished in the early stages by prompt action with portable extinguishers. Try to smother the fire by directing the fire extinguisher's stream at the base of the flame, but not at the actual product.
- (5) If practical and safe, remove truck from the area.
- (6) Always follow terminal fire procedures, even for minor fires that appear to be under control.

## 7.6.3 Fire en Route

DO NOT PANIC. Bring your unit to a controlled stop away from public areas and other vehicles if possible. If the fire is in the engine compartment, use extreme care in raising the hood to prevent the flames from billowing in your face.



Should a tire of your tractor/tanker catch on fire while in transit, bring the vehicle to a stop. Although sometimes difficult, the fire can be managed with the efficient use of dry chemical extinguishers. Remember to save some extinguishing powder after the initial attack to fight frequent flashbacks that may occur.

Fire at Customer Unloading Facility

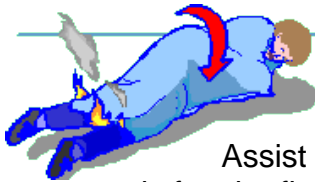
- 1) Shut off source of fuel. Stop unloading.
- 2) If possible, attempt to extinguish the fire with your hand portable unit.
- 3) If practical, move vehicle to a safe location.
- 4) Contact the Fire Department.
- 5) Evacuate the immediate area.
- 6) Notify the agent/dealer/customer immediately.



### 7.6.4 Electrical Fire on Truck

If practical and safe to do so, shut off the battery switches or disconnect the truck's battery to remove the source of the problem.

### 7.6.5 Clothing Fire



If clothing catches on fire, extinguish with dry powder or water. Direct the dry powder or water at the base of the flame and watch for re-flash. If neither is available, wrap in a blanket or coat and roll on the ground until the fire is out.

Assist the person away from the fire but prevent running, as this will only fan the flame. Keep the victim protected with clothing or blanket after extinguishment to reduce shock while awaiting medical assistance.

## 8. General Loading & Unloading Procedures

### 8.1. Overview

Petroleum products are generally loaded at terminals. These may be anything from a small local agent facility to a large refinery. Drivers must be aware of the specific terminal procedures for each location. Unloading may also be done at a refinery or bulk plant, but mostly at industrial or commercial sites, service stations or residential customer sites. Again, the drivers must be aware of the basic procedures to be followed at each one.

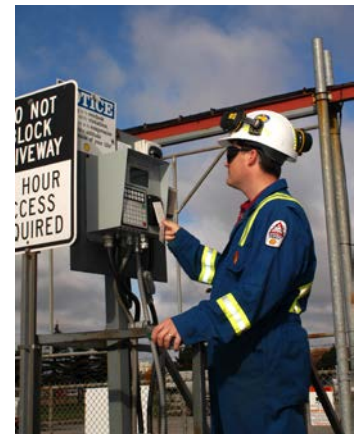
### 8.2. Accessing Terminals

Access to terminals is usually through an automated gate control. Do not allow another vehicle access with your card or to follow you through the gate for safety and security reasons.

When entering a supplier's facility for the first time, you must contact terminal personnel for instruction, training and paperwork requirements.

Obey all stop signs and speed limits posted at the terminal.

Failure to comply with refinery and/or terminal rules and regulations could result in the suspension or loss of loading privileges.



### 8.3. Approaching the Loading/Unloading Area



Follow proper terminal traffic patterns.

Wait at the STOPLINE until a position is available. (15 meters or as required by terminal from the loading/unloading area)

Only the engine of the truck is to be operated to/from the truck loading/unloading position. All hand held communication devices such as radios, pagers and cell phones should be turned off and left in the cab.

Do not boost and/or jump start vehicles without the approval of distribution terminal personnel.

Do not drive to a loading/unloading position if there is evidence of a product spill.

To change position once at the loading /unloading rack, drive forward and re-enter. DO NOT BACK UP.

### 8.4. Accessing Customer Sites

#### 8.4.1 General

When entering customer sites make sure the direction of access and exit minimizes any opportunity for conflict with other traffic, school bus stops, structures, curbs or ditches.

Watch for overhead, under carriage or side clearance objects which may be struck by the unit.

Ensure that you park where a spill or run-off will be directed away from storm drains, manholes, creeks, lakes, etc.

### 8.4.2. Service Stations



At service stations and other high traffic areas, driver needs to be extra cautious of other vehicles on the lot. All other vehicles must be kept a safe distance from the delivery vehicle.

### 8.4.3. Commercial/Industrial/Residential Heating Oil Deliveries

Deliveries to commercial/industrial and heating oil sites may be to off-road or rural areas. Special precautions must be taken due to mud, snow, trees and other obstacles.



### 8.5. Loading/Unloading Site Safety Inspection

When loading or unloading the driver should always complete a safety inspection to ensure that everything is in order. Drivers should:

- keep the loading/unloading area free of debris & other hazards.
- ensure that walkways, platforms and fall protection devices are installed and in good repair.
- ensure that lighting is sufficient for night operation.
- make sure fire extinguishers (type B/C) are in clearly marked location.
- confirm that storage tanks are in good repair & free of leaks.
- ensure that no one is smoking or is carrying matches or lighters.
- use only ULC or CSA approved explosion proof flashlights.
- never leave your vehicle unattended.
- never load/unload during an electrical storm (no less than 5 seconds between thunder and lightning).
- use fall protection devices/equipment if you are working on top of a trailer.



## 8.6. Procedures for Loading & Unloading

No matter which type of truck you are driving or where you are loading/unloading, there are some general procedures that should be followed. In addition, there are specific procedures for each of the different products.

This section outlines the general procedures that apply to ALL petroleum products while the specific procedures for individual products are outlined in later sections.

The Overall Loading/Unloading Procedures include 8 Main Steps. Steps 1, 2, 3, 4, 5, 7 and 8 apply to ALL situations where Step 6 will vary and is specific to the product being loaded/unloaded.



Throughout the remaining sections of the manual the following 8 Main Steps will be highlighted with a box around them. Within the 8 Main Steps, specific steps will be detailed.

### 8.6.1 Loading/Unloading - 8 Main Steps

1. **Review Terminal/Delivery Instructions** – Prior to entering a terminal/customer location the driver must understand the terminal/delivery instructions.
2. **Position Vehicle** – Position the vehicle in the correct location for proper loading or unloading to prevent backing up situations.
3. **Put on PPE** – Put on the appropriate personal protective equipment.
4. **Prepare Site** – Prepare the site for the loading or unloading.
5. **Check Compartments/Tanks** – Check the receiving compartment to ensure that it is clean and that it has sufficient capacity.
6. **Follow Product Specific Load/Unload Procedures** – Follow the specific procedures for the product that is being loaded or unloaded (to be covered in the following sections)
7. **Complete Walk Around Inspection** – Complete a walk around inspection to ensure that everything is in the proper order before leaving the site.
8. **Finalize Paperwork** – Complete the appropriate paperwork prior to exiting the site.

## 8.6.2 Loading/Unloading - 8 Main Steps – Detailed

### 1. Review Terminal/Delivery Instructions



Before either loading or unloading their truck, drivers must become familiar with the instruction or procedures to be followed at the site they are going to.

In most cases, terminals have written procedures that must be followed and these will be reviewed with the driver prior to their first loading.

For customer sites, drivers will be provided with delivery instructions by the dispatcher to ensure that they can find the site and complete the delivery properly.

### 2. Position Vehicle

- 1) Park in the correct position for loading/unloading. The truck must be sufficiently close to the loading/unloading rack or customer tank.



- 2) Set the parking brake.

## Section 8– General Loading & Unloading Procedures

- 3) Turn off all ignition sources, except truck engine if the truck pump is being used. Cell phones, lights and other electrical equipment must all be turned off.
- 4) Set chock blocks where applicable.



### 3. Put on PPE



No matter what petroleum product is being loaded/unloaded some personal protection equipment (PPE) must be worn. In general, clothing made of nylon materials or other synthetic materials which are known to generate static electricity are prohibited. In the sections following, it will outline the specific PPE that must be worn when loading/unloading each product. These symbols will be used to indicate the PPE Required.



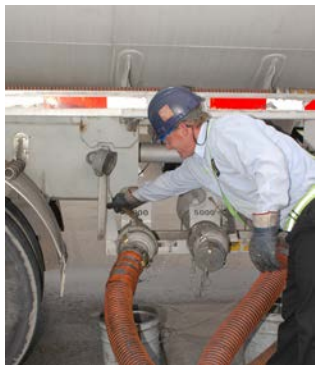
**4. Prepare Site**

- 1) Set safety cones.



- 2) Connect grounding cable/bonding cable to reduce the potential for static build-up. All grounding/bonding cables and their associated clips, plugs, posts and connections must be kept clean, unpainted and in good condition.

- 3) Connect Scully (for bottom loading only). This device grounds the tank and monitors the level of the product being put into it. In addition, it will shut off the system if the level becomes too high. This is a requirement when bottom loading.



- 4) Check any hoses, valves or couplings for wear or damage. Also ensure that gaskets are in place and in good condition.

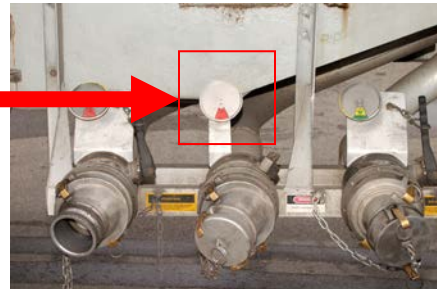
## Section 8– General Loading & Unloading Procedures

- 5) Ensure the manifold and unloading valves are closed.



- 6) Put grounded drip containers under the loading/unloading valve. These are metal pails used to collect hose or valve drippings. They have non-insulated handles and a ground strap to eliminate static build up. Plastic pails are known to collect static electricity so only metal ones may be used.

- 7) Remove or replace previous load product identification tags. Replace tags in regions where removal is prohibited by law and install as per load requirements.



- 8) Ensure proper TDG placards are in place.

## 5. Check Compartments/Tanks

Whether you are loading a tank truck or unloading into a customer tank, you must ensure that the receiving tank can accommodate the amount of product that is to be put into it. This may be done as follows.



**NOTE:** This may have been done as part of a pre-trip inspection.

### Tank Trucks

Engage fall protection railings on truck/trailer or put on fall protection equipment (whichever is appropriate).

Open only dome cover of compartment to be loaded.

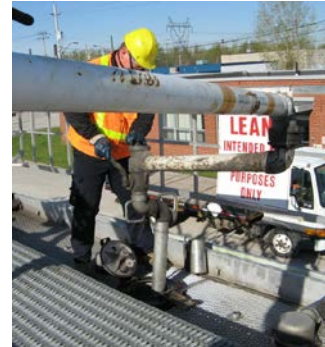
Ensure pressure has been relieved before fully opening.

Ensure compartments are clean, free of foreign objects and completely drained.

Determine if a flush is required and if so follow terminal procedures.

Ensure compartment will hold quantity to be loaded.

Ensure correct product is being loaded into correct compartment.



### Underground Tanks

Use a dip stick and dipping tank chart to determine how full the tank currently is. This will allow you to determine how much product the tank can hold. All underground tanks are required to have a tag indicating which product is in that tank. Some companies will also include the capacity on the tag.

Underground tanks with gauging equipment still require a manual dip to verify the ullage. Tank gauges should not be solely relied upon unless advised by your employer.



## Aboveground Tanks

Some of these tanks can be checked by using an electronic dip.

Others, such as heating oil tanks, are not checked prior to filling. The driver starts filling and does so until the vent alarm changes pitch or stops working, indicating the tank is full.

For some of the other deliveries the dispatcher or driver will check with the customer ahead of time to ensure that there is sufficient room in the tank.



## Checking Tanks for Water



Another important part of a driver's responsibility may be to ensure that the tanks being loaded are free of water. (refer to company policies for specifics) This is especially important for products blended with ethanol. In checking for water, water indicating paste is used. The following provides some guidelines for using water paste and the proper procedures.

## Using Water Indicating Paste

- Store water paste in a warm place.
- Keep the end of the dip stick dry when applying the paste.
- Most water paste is still OK to use if it should become frozen, and then allowed to warm up.
- Water paste can be used for dipping ethanol gasoline, non-ethanol gasoline and diesel fuel tanks.

### Proper Use of Water Indicating Paste

- The dip stick should be wiped clean and dry each time before using.
- Apply a very thin coat of paste between the rails, i.e. over the numbers. The paste should be thin enough to be transparent. Make sure that the paste is applied over at least the bottom 10 cm of the dip stick.
- Leave the stick in the tank while counting to twenty in thousands, i.e. 1001, 1002, 1003...1019, 1020.
- When the dip is completed, wipe the stick clean and immediately return it to its container.



### Other Safety Guidelines

Some provincial regulations and company policies require employees working at heights to have adequate fall protection. If required to do so, drivers should check with their employer first.

### Guardrails

- Most top loading racks and some of the trucks/trailers are equipped with guardrails which are used to protect workers who are on top of the trucks/trailers.



Anchor

- When working above 2.4 m (or per provincial regulation) drivers need to wear fall protection harnesses which are then attached to anchor points on the rack or trailer. Drivers should check with their dispatcher about the specific requirements for their equipment.



**6. Follow Product Specific Loading/Unloading Procedures**

Loading and unloading procedures vary depending upon the type of vehicle being used, whether or not it is a metered delivery and in the case of loading, whether it is being top or bottom loaded. These specific product procedures are detailed in the sections following the General Procedures. These include loading and unloading procedures for:



- Gasoline & Middle Distillates
- Aviation Fuels
- Asphalt
- Truck to Marine Vessel Transfers
- Truck to Truck Transfers

Though there are some differences in the specific loading/unloading procedures for each of the above products each one will follow four major steps. These include:

- select product – badging in and/or resetting the meter / selecting the correct product to load or unload.
- connect loading arms/hoses – ensure that loading arms or hoses are properly connected to the tanks.
- start loading/unloading – opening the proper valves & starting the pump (where required).
- stop loading/unloading – turning the pump off and/or valves off and disconnecting hoses, grounding cables and Scullys.



**NOTE:** Whenever possible, trailer compartments should be loaded from front to back. To unload, the sequence is reversed.

Transportation of Dangerous Goods Regulations requires that all petroleum product compartments are not to be filled beyond the manufacturer's filling limit. Provincial requirements allow for between 2%-3% expansion space. Canadian Fuels member terminals require a headspace of at least 250 litres per compartment or 3% whichever is greater.



## Section 8– General Loading & Unloading Procedures

As part of the shared responsibility for axle weight compliance, terminals, carriers and drivers are responsible for gross weight compliance. Overloading may create a potentially unsafe vehicle. Professional petroleum drivers must know the capacity of their vehicles, the weight of various products and not knowingly overload their vehicle. They must also follow company policy for weight distribution and consider how it affects the drive axle traction.

### Switch Loading

Switch loading is the loading of low volatile products, such as kerosene or diesel, into a compartment which previously contained high volatility products such as gasoline.



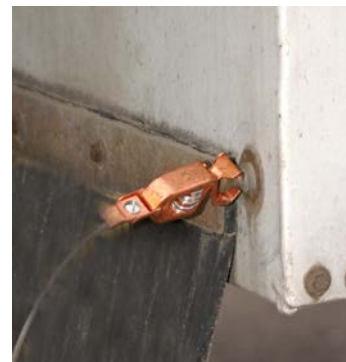
Products such as gasoline are so volatile that the vapours they produce create a condition inside a tank where it is too “rich” to burn. In other words there is too much gasoline vapour and not enough air for the mixture to burn. When you add more gasoline to the tank, the mixture stays “rich” so there is less risk of fire.

If, however, you add low volatility product such as kerosene or diesel to the compartment that had gasoline in it, the vapour concentration becomes less “rich” and can create a condition where the mixture moves into the flammable range. If a static spark or other ignition source is introduced it could cause a very dangerous situation. This is especially true during top loading where the tank is exposed to the air.

### Switch Loading Procedures

When loading middle distillates into a tank truck that previously contained gasoline you must:

- ensure that there are no sources of ignition near the loading area.
- flush the manifold that contained the gasoline.
- ensure that all bonding and grounding connections are maintained during the entire loading/unloading procedure.
- disconnect the bonding and grounding only when the operation is over.



### Other Switch Loading Guidelines

If there is a prohibitive load combination, it should be identified by the shipper and they will supply flushing or change of service guidelines.

Gasoline or other low flash products must not be carried in compartments adjacent to those carrying middle distillate unless separated by double bulkheads.

When using a truck pump and/or manifolded unit for split loads, unloading should be performed in the following sequence:

1. Middle Distillates (diesel, stove etc)
2. Middle Distillates (dyed)
3. Premium Gasoline
4. Midgrade Gasoline
5. Regular Gasoline
6. Regular Gasoline (dyed)



The above unloading sequence is important to minimize the danger of lowering the flash point of middle distillates.

### Flushing Tanks

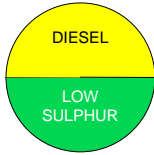
Whenever a tank is being filled with a different product than it previously contained, the driver must know if the tank and equipment is to be flushed prior to filling. This is especially important for Low Sulphur Diesel.

Drivers must consult the individual company's policies for site specific requirements.

Procedures are subject to all local provincial and federal government regulation. In the event of a conflict, government regulations will supersede.

A report must be used by all drivers to report all safety, environmental or procedural deficiencies that are encountered during the delivery of bulk products.

## Management of Low Sulphur Diesel (ULSD)



As stated earlier in the manual, ULSD contains a very low concentration of Sulphur and as such, can easily be contaminated if mixed with even a small quantity of regular diesel product. In order to minimize the risk of this happening, many companies will try to dedicate a truck or specific trailer compartments and pumps to ULSD only. If that is not possible, the equipment must be flushed to ensure that any other product is removed prior to filling the tank with ULSD. Drivers should follow the terminal procedures or the following steps must be taken in order to prepare the pumps and tanks to accept ULSD.

- Before loading, confirm last contents using shipping documentation and/or industry-standard product tags.
- If change of service is required, drain the compartments dry (note: truck should be on level ground)
- If tanks can be drained dry using gravity, the driver can check that it is dry by doing a “pail check” (putting a pail under the spout to catch any remaining product that may be in the tank or manifold). This should be done after checking the compartment retain sensor and the site glass upstream of the manifold.
- If a pump has been used to unload the previous product for hose reel truck compartments, the tank, manifold, pump, meter and hose reel all have to be flushed with ULSD prior to the loading. A proper flush includes pumping at least 3 times the collective internal volume of the complete system through it.
- Complete the documentation confirming the procedures were followed.

### 7. Complete Walk-Around Inspection

Before leaving the terminal or customer location, the driver must complete a walk-around to check for leaks and ensure that their vehicle is in good condition.

In addition they should:

- ensure all equipment is safely stored.
- ensure doors and valves are closed.
- verify that product tags and placards are correct.
- remove and store chock blocks (where applicable).



### 8. Finalize Paperwork

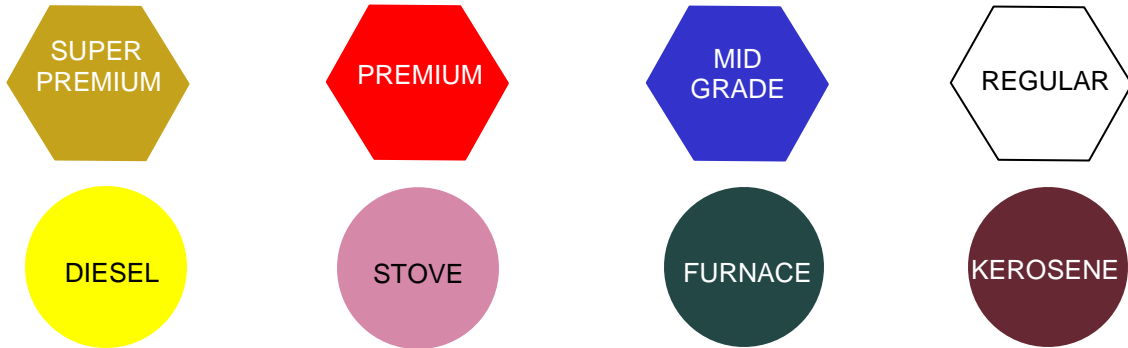
The last thing the driver must do is to complete their paperwork.

At a terminal the vehicle can be driven to the staging area where the paperwork is completed, signed and dropped off.

At customer locations, the driver completes the paperwork, leaves a copy with the appropriate person and keeps a copy for his/her records.



## 9. Specific Loading & Unloading Procedures Gasoline & Middle Distillates



### 9.1. Overview

A large percent of petroleum products delivered these days falls into the gasoline and middle distillates areas. As outlined in Section 5, there are several grades of gasoline while middle distillates include diesel, stove oil, furnace oil and kerosene. Gasolines and diesel are generally transported in large drop units while furnace oil and stove oil are commonly delivered in small drop trucks.

Whether they are small or large trucks, petroleum tanks are loaded in 2 basic ways. They can be “top loaded” whereby the product enters the tank from the top, or “bottom loaded” where the product is pumped into the tank through the bottom side of it. Though the majority of loading today, especially at terminals, is “bottom loading”, “top loading” is still used too.

This section outlines the specific procedures for top loading and bottom loading. The main steps outlined in Section 8 will be used to guide us through these procedures.

## 9.2. Specific Loading Procedures

### 9.2.1. Top Loading

Top loading involves transferring product from the terminal in through the top of the receiving tank. As a result, the top of the tank is exposed to the air and the possibility of fire or explosion is increased. It is very important in top loading to keep all sources of ignition away from the loading area. Because of the amount of vapour in this area drivers should always stand up-wind of the filling area

The following procedures must be followed very carefully when top loading:

#### 1. Review Terminal Instructions

#### 2. Position Vehicle

- 1) Position truck.
- 2) Set brakes.
- 3) Turn off ignition sources.
- 4) Set chock blocks (where required).



#### 3. Put on PPE



**NOTE:** Drivers should follow site requirements for respirator use.

## Section 9 – Specific Loading & Unloading Procedures Gasoline & Middle Distillates

### **4. Prepare for Loading**

- 1) Set safety cones (where required).
- 2) Connect grounding/bonding cables.
- 3) Check hoses, valves for wear or damage.
- 4) Ensure valves are closed.
- 5) Replace ID tags and placards
- 6) Remove all loose objects from upper pockets so they do not fall into the tank being loaded.
- 7) Lower the ramp to the truck/trailer catwalk.
- 8) Ensure rails are in place and/or use fall protection.



### **5. Check Compartments**

- 1) Ensure compartments are clean and have capacity to hold product.
- 2) Flush (if necessary).



### **6. Top Loading Procedures**

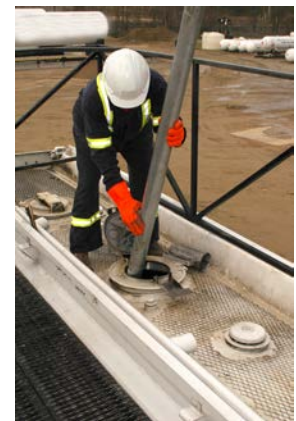
#### **A. Select Product**

- 1) Badge in and reset meter.
- 2) Select product.
- 3) Preset volume (where applicable) and verify.



#### **B. Connect Loading Arm**

- 1) Lower loading arm (or extension) fully into compartment.
- 2) Ensure downspout always touches bottom of compartment.
- 3) Maintain metal contact between spout and side of dome.
- 4) Ensure downspout is in a vertical position.

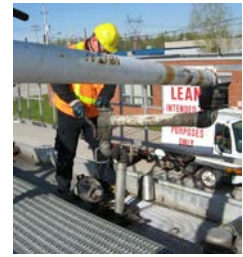




## Section 9 – Specific Loading & Unloading Procedures Gasoline & Middle Distillates

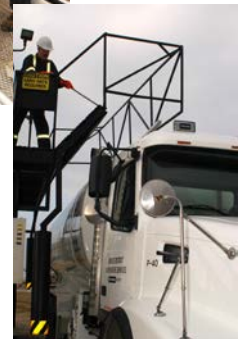
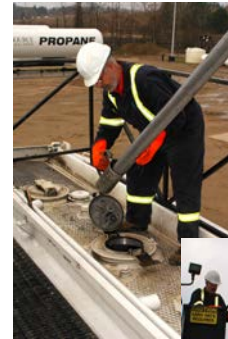
### **C. Start Loading**

- 1) Turn pump switch on and begin loading per terminal instructions.
- 2) Hold loading valve open by hand.
- 3) Load at slow flow until nozzle of spout is covered by liquid.
- 4) Open to full flow.
- 5) NEVER TIE OR BLOCK A LOADING VALVE OPEN.



### **D. Stop Loading**

- 1) Reduce flow rate when loading the final 300 litres.
- 2) When full, shut off loading valve and pump.
- 3) After 2 minutes waiting time, remove loading arm slowly while maintaining metal to metal contact between downspout and edge of dome.
- 4) Allow to drain before returning to proper position.
- 5) Close dome cover securely.
- 6) Raise ramp when leaving truck/trailer.
- 7) Print meter ticket and remove ID card (if required).
- 8) Detach ground cable.



### **7. Complete Walk-Around Inspection**

- 1) Check for leaks and ensure valves are closed.
- 2) Store equipment.
- 3) Confirm placards are correct.
- 4) Remove chock blocks.
- 5) Put away safety cones.



### **8. Complete Paperwork**

- 1) Pick up shipping document & verify proper products have been loaded.
- 2) Leave copy at terminal.

## 9.2.2. Bottom Loading

As mentioned earlier bottom loading is when product is “pumped” in through the bottom side of a tank. The advantage of this is that there is less exposure to the air during filling. This reduces the potential for fire or explosion. Drivers still need to be careful and to follow these procedures.

### 1. Review Terminal Instructions

### 2. Position Vehicle

- 1) Position truck.
- 2) Set brakes.
- 3) Turn off ignition sources.
- 4) Set chock blocks (where required).



### 3. Put on PPE



Hard Hat



Safety Glasses



Flame Resistant Clothing



Safety Boots



Fuel Resistant Gloves



Reflective Vest

## Section 9 – Specific Loading & Unloading Procedures Gasoline & Middle Distillates

### **4. Prepare for Loading**

- 1) Set safety cones (where required).
- 2) Connect grounding/bonding cables.
- 3) Connect overfill protection cable (Scully).
- 4) Check hoses, valves for wear or damage.
- 5) Put drip pails under valves.
- 6) Change/Replace ID tags and placards.



### **5. Check Compartments**

- 1) Ensure compartments are clean and have capacity to hold product (if not done already). Check retain sensor if equipped.
- 2) Pail check or flush (as required).



**NOTE:** Dome hatches may be opened except during loading/unloading for inspection to a maximum of 3 minutes or according to local legislation.



### **6. Bottom Loading Procedures**

#### **A. Select Product**

- 1) Badge in and reset meter.
- 2) Select product.
- 3) Preset volume (where applicable).



## Section 9 – Specific Loading & Unloading Procedures Gasoline & Middle Distillates

### B. Connect Loading Arm

- 1) Connect vapour recovery hose (where equipped).
- 2) Remove adaptor dust caps.
- 3) Connect terminal hose coupler on loading arm to adaptor on trailer.



**NOTE:** Only matching probe fittings to be used to check popped adaptors.

- 4) Open internal valves.

### C. Start Loading

- 1) Open compartment valve.
- 2) Turn pump switch on and begin loading per terminal instructions.



**NOTE:** Driver should remain in the emergency stop area during loading.

### D. Stop Loading

- 1) When compartment has been loaded turn pump switch off, if not automated.
- 2) Close compartment valve and internal valve.
- 3) Disconnect loading arms and return to proper position.
- 4) Reinstall dust caps on trailer adaptors.
- 5) Remove vapour recovery hoses (where used).
- 6) Print meter ticket and remove ID card (if required).
- 7) Detach ground/bonding cable.
- 8) Disconnect overfill protection cable (Scully).



**NOTE:** If it is necessary to gauge a tank vehicle, obtain a sample or take the temperature after filling. A delay of at least 5 minutes after the cessation of turbulence shall be required, before conducting these operations, to allow static electricity to dissipate.



Section 9 – Specific Loading & Unloading Procedures  
Gasoline & Middle Distillates

**7. Complete Walk-Around Inspection**

- 1) Check for leaks.
- 2) Store equipment.
- 3) Ensure all doors and valves are closed.
- 4) Confirm placards are correct.
- 5) Remove chock blocks (where applicable).
- 6) Put away safety cones.



**8. Complete Paperwork**

- 1) Drive vehicle to exit staging area.
- 2) Proceed to office to pick up bill of lading (BOL).
- 3) Check product/volume against dispatch instructions.
- 4) Sign bill of lading.
- 5) Ensure proper copies are left with terminal and kept by driver.

## 9.3. Specific Unloading Procedures

### 9.3.1. General

The following procedures are subject to all local, provincial and federal government regulations

In the event of a conflict, government regulations will supersede.

Consult individual companies' policies for site specific requirements.

Drivers need authorization from dispatch prior to diverting loads.

The method of product delivery from tank trucks into tank systems will depend on the quantity delivered, truck type, tank connection type and metering method. Briefly, filling modes use either gravity feed, a facility pump or truck's pump. The fill connection is made at either a grade-level for underground tanks or directly on the tank top for above ground tanks. In this section we will split the deliveries into two major areas.

### 9.3.2. Product Deliveries

**Bulk Fuel Trailer** – These are generally high volume deliveries from tractor and trailer units (B train, 4 axle, semi-trailer) to underground or aboveground tanks. The majority of these drops will be gravity fed but some will be pumped off. Large drop customers will include service stations, bulk plants and large industrial customers.

**Hose Reel Trucks** – These are normally from a small tank truck (3 axle or tandem) and the majority of drops will be metered. These customers include residential furnace oil customers as well as commercial and industrial customers who need a range of products such as lubricating oils, diesel and gasoline.

The following are important considerations for product deliveries to tank systems.

- Before any delivery is made, the tank must be gauged and the available capacity calculated or otherwise determined.
- Deliveries will be either metered or not metered. Non-metered deliveries must be full truck compartments only.
- Loose-fill (nozzle) deliveries should be avoided for gasoline, due to vapour exposure concerns. The driver may require an organic cartridge respirator to provide adequate protection. Loose-fill nozzle deliveries for any product should never be made into a tank system fitted with a fill-stem mounted overfill protection device due to the

## Section 9 – Specific Loading & Unloading Procedures Gasoline & Middle Distillates

likelihood of splashback, creating a spill. Even though the tank will be fitted with a spill containment device at the fill connection, splashback spills often create a shower that will impact the driver. Further, this delivery mode does not provide for an indication of the 95% fill limit.

- An extended nozzle tip should be used, or delivery should be made into an extended fill stem to avoid splash loading. An extended nozzle tip should be long enough to allow for submerged fill.

### **9.4. Bulk Fuel Trailer Unloading Procedures to Underground or Aboveground Tanks**

#### ***1. Review Delivery Instructions***

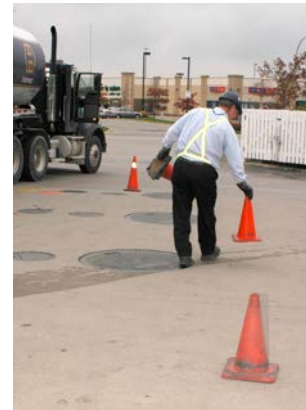
- 1) Verify address on delivery document.
- 2) Check for any special instruction or directions.

#### **For Unattended Facilities**

- 3) Obtain facility keys, site map and charts before leaving the terminal.
- 4) Ensure the facility operator has signed a waiver and that the tank capacity, dip reading and ullage calculations are completed by the site facility operator and documented on the unattended delivery instructions.

#### ***2. Position Vehicle***

- 1) Position truck.
- 2) Set brakes.
- 3) Turn of ignition sources.
- 4) Set chock blocks (if required).
- 5) Set safety cones.



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Gasoline & Middle Distillates

**3. Put on PPE**



**4. Prepare for Unloading**

- 1) Check in with facility operator.
- 2) Connect grounding/bonding cables.
- 3) Test/set level overfill alarms where applicable.
- 4) Position drip pails under appropriate fittings.

**5. Check Tanks/Compartments**

Underground Tanks

- 1) Complete dips, water test where required and record on appropriate documentation.
- 2) Where tanks siphon together, the driver must redip the 2<sup>nd</sup> tank prior to off-loading.



**NOTE:** Never exceed 95% tank capacity and never split compartments

Aboveground Tanks

- 1) Computerized or tape dips are generally used for checking aboveground tanks.





## 6. Bulk Fuel Trailer Unloading Procedures

### A. Select Product

### B. Connect Hoses

#### Vapour Recovery Hoses (Dual point or coaxial) (where applicable)

- 1) Connect vapour (or coaxial) elbow adapter to vapour adapter on underground tank (orange).
- 2) Connect vapour return hose to vapour (or coaxial) elbow adapter.
- 3) Connect vapour return hose to vapour recovery adapter on trailer.

#### Liquid Fill Hoses

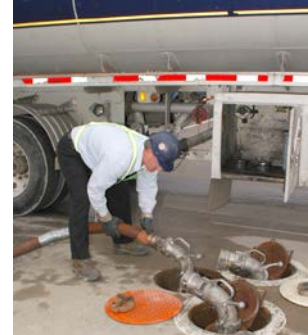
- 1) Connect hoses to facility valves first.
- 2) Connect hoses to truck pump or trailer discharge valve if required.
- 3) Secure camlock ears and tie them off if product is being pumped.
- 4) Ensure correct product is being loaded into correct tank and do not cross hoses if possible.

### C. Start Unloading

- 1) Open the receiving valve (where required).
- 2) Open the compartment emergency and discharge valves.
- 3) Start the engine if utilizing a truck pump, or start the facility off-loading pump. (where required).
- 4) Start unloading slowly and check all hose connections to ensure no leaks.
- 5) Increase the engine rpm's to pumping speed if utilizing a truck off-loading pump or open discharge valve fully.



**NOTE:** Driver should remain in the emergency stop area during loading.



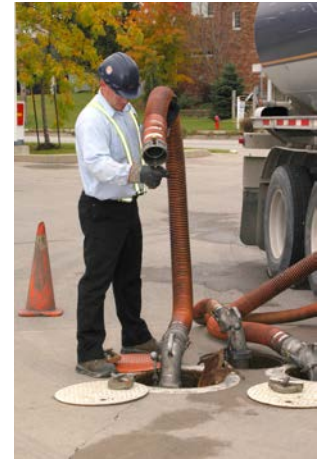
## Section 9 – Specific Loading & Unloading Procedures Gasoline & Middle Distillates



**NOTE:** Leave product ID tags on empty compartments until refilled unless provincial regulations state otherwise.

### **D. Stop Unloading**

- 1) When unloading is completed, the hose should remain connected to the discharge valve.
- 2) Verify that compartments are empty using dome check, retain sensor, site glass or method established by the carrier.
- 3) Shut off pump or disengage the truck power take-off (PTO) and shut off the truck engine (where required).
- 4) For Aboveground Tanks: Using the hand over hand method, lift and walk the length of the hose to drain it into the truck pump or facility spill preventer (hands should be kept below shoulder height. Disconnect the hose at the tank.
- 5) For Underground Tanks: Using the hand over hand method lift and walk the length of the hose to drain it into the underground tank (hands should be kept below shoulder height). Disconnect the hose at the trailer.
- 6) To clear hose, drain excess into a grounded drip pail.
- 7) Close the facility valve and compartment valves.
- 8) Disconnect the other end of the hose and drain in to drip pail.
- 9) Disconnect vapour recovery system (if applicable) and using hand over hand method lift and walk the length of the hose to drain it into the underground tank.
- 10) Disconnect the bonding/grounding cable.
- 11) Dip the tanks (where required) and record the results on the appropriate documentation.
- 12) Replace fill caps, locks and covers.



Section 9 – Specific Loading & Unloading Procedures  
Gasoline & Middle Distillates

**7. Complete Walk-Around Inspection**

- 1) Check for leaks.
- 2) Store equipment.
- 3) Ensure all doors and valves are closed.
- 4) Verify that product tags and placards are correct.
- 5) Remove chock blocks (where applicable).
- 6) Put away safety cones.



**8. Complete Paperwork**

- 1) Complete delivery dips (where applicable).
- 2) Complete delivery and TDG requirements on delivery document.
- 3) Have customer sign documents and leave copy with them.
- 4) If site is unattended, leave document in secure place and lock all facility valves.

### 9.4.1. Differences for Deliveries to Aboveground Tanks

For aboveground tanks the same above procedures should be followed with the following differences:

- These tank systems are more likely to be used at industrial and commercial locations where petroleum handling is not the primary activity; the tank owner may not specify delivery requirements.
- Nozzle deliveries may be required.
- Deliveries could be either meter or delivered directly from the truck pump, bypassing the meter.
- Deliveries may be either full compartments (not necessarily metered) or partial (metered) compartments.
- Unattended deliveries (attended only by the driver, unattended by the owner) may be more common, requiring the driver to dip the tank before making the delivery.
- Site-specific information outlining the driver's responsibilities should be provided either on-site or as part of the load instruction given to the driver; this information will include pre-delivery requirements, such as testing the overfill protection alarm if so equipped, closing outlet and siphon valves, etc.
- A dip chart must be provided, and that dip chart must be identified as belonging to the tank.

**A site plan must also be provided with noted access and product tank identification.**

## 9.5. Hose Reel Truck Unloading Procedures to Underground or Aboveground Tanks


### 1. Review Terminal Instructions


- 1) Verify address on delivery document.
- 2) Check for any special instruction or directions.

### 2. Position Vehicle


- 1) Park truck on level surface with most direct route to pull delivery hose to customer's fill pipe.





 **NOTE:** Do not drive into customer's driveway unless absolutely necessary.

 **NOTE:** Never drive across wooden bridges on customer's property and check for low clearance power and telephone lines.

- 2) Position truck so that hoses do not run beneath the truck.
- 3) Turn off ignition sources.
- 4) Set brakes.
- 5) Set chock blocks (where required).
- 6) Set safety cones (where required).
- 7) Activate 4-way flashers (where required).

 **NOTE:** It is illegal to deliver product with the unit parked on the street (except for domestic fuel oil deliveries).

 **NOTE:** In Quebec, it is mandatory to use chock blocks when delivering gasoline products or when delivering fuel oil products where the vehicle is not on level ground.

 **NOTE:** Drivers should check for soft shoulders as many rollovers are as a result of this.

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Gasoline & Middle Distillates

**3. Put on PPE**



**4. Prepare for Unloading**

- 1) Open compartment emergency valve (if manually operated) and engage power take-off to operate delivery pump.
- 2) Set up meter, or onboard computer.
- 3) Pull hose to the fill pipe area, keeping nozzle pointed upward.
- 4) Confirm that tank vents are not plugged.



**NOTE:** If you can't hear the overflow whistle on the vent pipe, someone must assist you in making the delivery.



**NOTE:** For metered pump offs check with facility operator, connect grounding/bonding cable where required and position drip pails under valves.



**NOTE:** To assist the driver with ensuring a safe delivery a Home Heat Safe Discharge Certificate could be used (Appendix B).

**5. Check Tanks/Compartments**

- 1) Confirm that you are at a legitimate heating oil fill pipe or dip tank where appropriate.
- 2) Confirm that the tank will take the product.

## 6. Hose Reel Truck Unloading Procedures

### A. Select Product

### B. Connect Hoses

- 1) Touch nozzle or delivery elbow to bare metal on the fill cap.
- 2) Remove fill cap. Don't use the nozzle to loosen it.
- 3) Fully insert downspout into fill pipe or attach fitting.



**NOTE:** The nozzle must be equipped with an Ever-Tite System, a permanent sealing device and/or rubber cover fitting, which slips over the nozzle, to prevent product flow-back or accidental splashes during unloading.



### C. Start Unloading

- 1) Open nozzle valve slowly.



**NOTE:** Do not stand with face directly above fill pipe.

- 2) Confirm that the vent alarm is working. If not stop unloading immediately.
- 3) Do not leave the nozzle unattended while pumping.

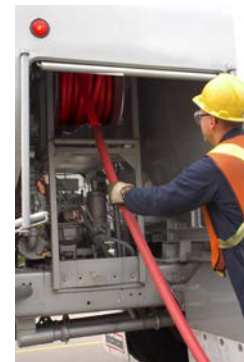


### D. Stop Unloading

- 1) When unloading is complete or when vent alarm changes pitch or stops working shut off flow of product.
- 2) Allow downspout to drain before removing the nozzle from the fill pipe. Replace fill cap.
- 3) Carry nozzle back to your vehicle with the spout held upward.
- 4) Reel in hose neatly onto the hose reel while at the same time checking it for signs of cuts, cracking or abnormal wear.



**NOTE:** The entire length of the hose should be checked for bulges, cuts or other signs of wear at least once a week.



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- 5) Place nozzle on drip tray or holder.
- 6) Disengage power take-off and close emergency valve (if manually operated).

**7. Complete Walk-Around Inspection**

- 1) Close gates that were opened.
- 2) Clean up any drips of oil that occurred during delivery.
- 3) Store equipment.
- 4) Ensure all doors and valves are closed.
- 5) Remove chock blocks (where applicable).
- 6) Put away safety cones.
- 7) Turn off 4-way flashers.



**8. Complete Paperwork**

- 1) Print ticket and complete paperwork as per your employer's instructions.
- 2) For metered pump offs complete tank dips and record them on the invoice.
- 3) Record delivery on your declining balance inventory report per TDG regulations.





# 10. Aviation



## 10.1. Introduction

Aviation Fuels (Avgas, Jet A, LL 100, Jet A1, Jet , F-40, Jet B with A/A) are at the top spectrum in terms of the care, testing quality control and strict delivery procedures that must be followed. Typically, drivers loading/unloading and transporting aviation fuels require upgraded training in each of those different areas as well as documentation and specific delivery equipment knowledge.



All aviation products are produced to exact standards and all batch blends are tested and retested each time the product is moved. To ensure quality and product integrity, the product is tested against the original batch blend. Product control testing requirement and practices may vary by supplier/shipping terminal. Drivers should confirm product quality requirements from shipping terminal personnel.

Quite often trailers are dedicated to aviation product. Dedication can be achieved through modifying equipment loading accessories to a standard provided by the shipper.

It is recommended that equipment used to transport bulk aviation product shall be equipped with single discharge piping for each and every compartment (for some suppliers this is mandatory.)

## 10.2. Loading Procedures

The loading procedures for Aviation Fuel are basically the same as for gasolines and middle distillates in Section 9, whether it is top loading or bottom loading.

Especially with aviation fuels, however, the driver must ensure that the equipment has been drained completely from the previous delivery.

The driver must also ensure that there is no water or foreign substances in the tank.

The shipper's requirement for flushing must be adhered to and completed as per the terminal's procedures, if needed.

Upon completion of loading the driver must allow the tank 5 minutes to settle and then complete the various tests that are required.

Where customers require the load to be sealed, the driver must do so and record the seal numbers on the shipping document.

## 10.3. Quality Control Tests

Each and every load of aviation product is to be inspected by completing the tests describe in this section. These include a visual check as well as water and density tests. These are the standard procedures but suppliers at the terminal may have slightly different requirements.

Deviation from the test may be allowed in the following two situations:

1. **Dedicated Equipment** – When the carrier and shipper agree to use dedicated equipment, the carrier shall modify the equipment. This can be done by adding pins to the bottom loading adapters of each and every compartment or by reducing the diameter of the loading hatches, so that the top loading downspout access is restricted. Modification requirements shall be determined according to the loading facility that is the source of the aviation product. When such dedication is achieved, the carrier will not be required to flush nor complete density testing.



2. **Manifold System** – When the carrier is authorized by the shipper to use equipment that has a manifold system, then the sampling procedure by the driver shall be:



- 1) Open the manifold outlet and ensure that the manifold is empty.
- 2) Open the valve of the first compartment, which shall be the compartment furthest from the manifold outlet, for a sufficient time to flush a product sample through the manifold and fill the sampling container.
- 3) Complete the quality control tests required for this compartment.
- 4) Drain the manifold completely.
- 5) Repeat each step for each and every compartment connected through the manifold.

In all other loading situations, the carrier agrees to complete the following quality control tests and record the results of these tests in a manner further described in this section:

### 10.3.1. Visual Checks

Take a sample from each and every compartment and check each product sample for contaminants by:



- 1) Swirling the container gently to concentrate the contaminants at the centre;
- 2) Visually examine the product sample for solid particles, fibres and water droplets;
- 3) Differentiate between water droplets falling and air bubbles rising;
- 4) If more than a trace of dirt or water is observed, then another product sample should be drawn and examined. Upon retest, if the contaminants persist, then notify the shipping terminal.

Take a sample from each and every compartment and check each product sample for Clear and Bright and Colour.

### 10.3.1.1. Clear & Bright

Observe the product sample in the sample container and determine if it is free of undissolved water, haze or cloudiness, sediment, and suspended matter. If it is free of all items then it is Clear & Bright.



**NOTE:** Jet A-1 may be a straw colour and still be Clear and Bright.

### 10.3.1.2. Colour

Ensure that the container is clean. Swirl the sample to create a vortex. When the swirling action stops, undissolved (free) water appears as a separate layer below the product. A hazed sample indicates suspended free water or fine particulate matter.



**NOTE:** Since Jet fuel varies in colour from dark straw to clear, it is possible to mistake an all-water sample as fuel. When unsure, contact terminal personnel. Verify the sample colour matches the expected colour for the product being loaded. Jet fuel can vary from straw colour to clear; Avgas should be bluish.



## 10.3.2. Checks for Water

Checks for water are at the discretion of the shipping terminal. Testing techniques may vary from supplier to supplier.

### 10.3.2.1. Water Detector Capsule Test

Take a sample from each and every compartment and check each product sample with a water detector capsule by:

- 1) Removing one detector capsule from the container. Replace the screw cap on the capsule container immediately to prevent humidity from discolouring the remaining capsules;
- 2) Ensure the disc in the detector capsule is a uniform yellow colour;
- 3) Attach the detector capsule to the syringe;
- 4) Immerse the capsule and half the syringe into the product sample;
- 5) Withdraw the plunger unit until the product reaches the 5ml mark on the syringe;
- 6) Slowly swirl the syringe and capsule throughout the sample container for 10-20 seconds;
- 7) Check the colour of the inner wet portion of the capsule and the outer portion protected by the plastic moulding;

- 8) If the centre of the detector paper changes to a light green, then there is approximately 10 ppm water contamination. As water contamination increases to 30 ppm, the paper becomes a distinct green. At very high levels of water contamination, it becomes blue/green and then blue/black;
- 9) If there is a sudden change in normal water content, then a second 5ml sample shall be taken using a new capsule. If both readings are higher than usual, the driver shall notify the terminal staff;
- 10) Capsules shall only be used once.
- 11) If any capsule indicates a distinct green that is consistent with water contamination of 30 ppm, then the product shall not be delivered.



### 10.3.2.2. Water Detecting Paste Test

Take a sample from each and every compartment and check each product sample for water with water detecting paste.



### 10.3.3. Check for Density

The density of aviation fuels has to be determined for a variety of purposes. These include product identification, quality control and stock control. Determining density with a thermohydrometer (or hydrometer) uses the fact that the depth of immersion of thermohydrometer (or hydrometer) is a standardized, calibrated float. The hydrometer must be wiped clean and dry prior to using.

All equipment tank compartments must be sampled. Density shall be checked against the posted terminal density by using the following steps on each product sample;



- 1) Determine the observed density and temperature using equipment provided by the shipper (hydrometer);
- 2) Correct the observed density to the standard temperature of 15°C;
- 3) Compare the observed density with the expected posted terminal density deviation. Tolerance to the posted density may vary from shipper to shipper. Drivers should confirm shipper requirements prior to performing tests, or leaving the terminal.

### 10.3.3.1. Procedure for Obtaining Observed Density Measurements

Density Measurements can be obtained through the use of a thermohydrometer, or a thermometer and hydrometer. The testing procedures are the same.



- 1) Take a sample and transfer it into a clean hydrometer jar without splashing in order to avoid bubbles.
- 2) Put the hydrometer jar in a vertical position in a place free from air currents to ensure that the temperature of the sample does not change appreciably during the time necessary to complete the test.
- 3) Wipe the thermohydrometer to ensure it is clean, and then gently lower it into the sample. Once it has settled, depress it about 2 scale divisions into the liquid and release it. Gently spin the thermohydrometer when releasing it to help bring it to rest.
- 4) Once the thermohydrometer comes to rest (ensure that it is not rubbing the sides of the jar) and shows a steady reading, record the temperature of the sample to the nearest 0.5°C.
- 5) Read the hydrometer scale to the nearest 0.0005 reading. The correct reading is that point on the scale at which the principal surface of the liquid cuts the scale.
- 6) The reading is the “observed” or “measured” value. Record this figure with the fuel temperature observed at the time of measurement:
  - a. On the Bill of Lading and/or
  - b. On the Shipper’s Quality Control Document

### 10.3.4. Shipment Documentation

Each and every shipment document for bulk aviation product must comply with TDG regulations and have verification that applicable quality control tests have been successfully completed.

Drivers must complete shipment documents for bulk aviation product such that quality control testing has been successfully completed in a manner described by the shipper.

Shipment Documentation should include the following information:

- 1) A description of the product that was loaded;
- 2) The quantity of product that was loaded;
- 3) The batch number of the product;
- 4) The density of the product batch;
- 5) The product that was contained in the tanks of the equipment from the delivery form that immediately preceded the loading of aviation product;
- 6) If flushing was completed, then the document reference number of the record of the product flushed;
- 7) Results of the water detector tests, if required;
- 8) Results of the colour tests;
- 9) Results of the Clear and Bright tests;
- 10) Results of the density tests;
- 11) Signature of the driver that completed the tests;
- 12) Seal numbers, if required.

Shipment documents may also include information on the conductivity of the product. If the loading terminal has provided information on the conductivity of the product that is being loaded, then the driver shall record such information on the shipment document.

A driver must advise the shipper when he/she is aware of problems with equipment required for quality control testing and/or equipment required to complete the shipping document.

Drivers must leave a copy of the shipment document with the receiving facility that clearly identifies the information that is required including, but not limited to, the results from the quality control tests that were completed and the product batch number and density.

### 10.3.5. Unloading Procedures – Guidelines

Drivers must adhere to the standard unloading procedures for the industry and/or customer requirements. The basic procedures are the same as for gasoline and middle distillates in section 9. As well the driver must be aware of the following:



- 1) Before any unloading takes place, the driver shall obtain authorization from a staff member of the receiving facility.
- 2) Staff from the receiving facility shall check the shipment document for seal numbers (if required) and test results.
- 3) Staff from the receiving facility shall complete tests on each compartment of the equipment. Authorization to begin unloading will be given to the driver upon acceptable test results, which should include the receiver's signature confirming acceptance of the load.
- 4) Once authorization has been given to the driver by the receiving facility, the driver shall unload product according to accepted industry procedures/standards.





# 11. Asphalt & Heavy Oil (Bunker)



## 11.1. Overview

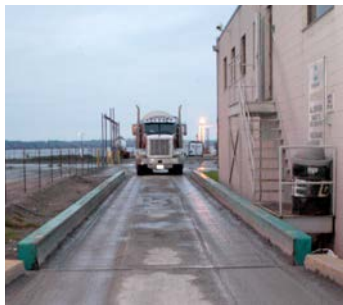
Asphalt and Heavy Fuel Oil are both transported at very high temperatures; asphalt at 300°F and heavy fuel oil at 65°C (150°F) to 93°C (200°F). To ensure that the product stays hot during transport they must be carried in special double walled trailers.

The loading and unloading procedures are similar to those of the other petroleum products. As such the 8 Basic Steps outlined in Section 8 can be used for these products.

## 11.2. Loading Procedures

### 1. Review Terminal Instructions

- 1) Drive the truck onto the scale.
- 2) Check in with the supplier.
- 3) Obtain bill of lading.



## 2. Position Vehicle

- 1) Position truck.
- 2) Turn off ignition sources.
- 3) Set brakes.
- 4) Set chock blocks (where applicable).



## 3. Put on PPE



**NOTE:** Where fire retardant/flame resistant clothing is required, sleeves on the clothing should be buttoned at the wrist and collars buttoned up. Gloves should be heat resistant and have gauntlets. Pants should have no cuffs and be placed over top of the boots.

#### 4. Prepare for Loading

- 1) Connect grounding/bonding cables (where applicable).
- 2) Check hoses, valves for wear or damage.
- 3) Ensure valves are closed.
- 4) Change/Replace ID tags & placards (if necessary).
- 5) Remove all loose objects from upper pockets.
- 6) Lower loading ramp to truck/trailer catwalk.
- 7) Ensure safety rails are in place and/or use fall protection.



**NOTE:** The use of propane torches or oil fired burners is occasionally required when unloading tank trucks of asphalt or heavy fuel oil. They are never permitted for tank trucks loading blended bunker (cutbacks) or in the blending areas. See supervisor for specific hazards and required training.



#### 5. Check Compartments

- 1) Open dome lid slowly ensuring pressure has been relieved before fully opening.
- 2) Ensure compartments are clean and have capacity to hold product.
- 3) Check tank for moisture and if so remove using terminal procedures.
- 4) Flush (if necessary).



**NOTE:** Some asphalts are not compatible – check MSDS sheet or with supervisor for switch loading procedures.

## 6. Top Loading Procedures

### A. Select Product

- 1) Badge in and reset meter.
- 2) Select product.
- 3) Preset volume (where applicable).

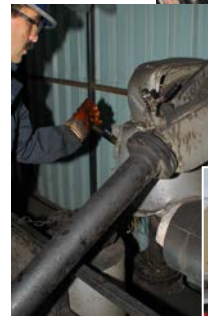
### B. Connect Loading Arm

- 1) Remove drip pail from loading spout.
- 2) Lower loading arm to at least 12 inches below trailer hatch.
- 3) The loading arm must be held in place by a mechanical or hydraulic device (pop-it) or other suitable means.
- 4) Secure spout with hold down chain.
- 5) Maintain metal to metal contact between spout and side of dome.
- 6) Ensure downspout is in a vertical position.
- 7) Place suction nozzle over hatch and start odour abatement system where provided.



### C. Start Loading

- 1) Open loading valve.
- 2) Turn pump switch on and begin loading per terminal instructions.
- 3) Load at slow flow initially to ensure that there is no foaming.
- 4) Open to full flow.
- 5) The driver should remain close to the valve during loading.



**D. Stop Loading**

- 1) Reduce flow rate when loading the final 300 litres.
- 2) When full shut off loading valve and pump.
- 3) After 2 minutes waiting time, remove loading arm slowly while maintaining metal to metal contact.
- 4) Shut off odour abatement system and remove suction nozzle.
- 5) Loosen hold down chain or other device and remove spout.
- 6) Attach drip pail to end of spout.
- 7) Close dome cover securely.
- 8) Raise ramp when leaving truck/trailer.
- 9) Print meter ticket and remove ID card (if required).



**7. Complete Walk-Around Inspection**

- 1) Check for leaks and valves are closed.
- 2) Store equipment.
- 3) Confirm placards are correct (where necessary).
- 4) Remove grounding/bonding cable.
- 5) Remove chock blocks (where applicable).



### 8. Complete Paperwork

- 1) Drive vehicle onto scales and weigh out.
- 2) Proceed to office to pick up bill of lading.
- 3) Check product/volume against dispatch instructions.
- 4) Sign bill of lading.
- 5) Ensure proper copies are left with terminal and kept by driver.



**NOTE:** Heavy oil delivery documents must indicate the temperature of the product at time of loading into the tank truck.

### 11.3. Unloading Tank Trucks: Precautions

Before connecting the hoses to unload, it is strongly recommended that you examine them for cracks or any other damage. Ensure that the gasket on the female end of the hose is in good condition.

Be aware when unloading asphalt and heavy oil tank trucks, the steel hoses are heated may create a build-up of pressure within them. The removal of caps and plugs from the hoses should be done with caution.

Always stand to one side, never directly in front of the product line when removing plugs or dust covers.

Drivers must use face shields and safety gloves whenever opening hatches, dome covers and outlet caps. Stand upwind to one side to avoid any possible injury from splashes. Avoid breathing vapours when opening hatch covers.

If the site requires a product sample, it is to be provided according to site and/or carrier directions using the sample valve.

Unless specifically arranged for, asphalt cements should not be unloaded from a trailer using the trunk pump (extremely high product temperature will damage the truck transfer pump).



## 11.4. Unloading Procedures

### 1. Review Terminal Instructions

### 2. Position Vehicle

- 1) Position truck.
- 2) Turn of ignition sources.
- 3) Set brakes.
- 4) Set safety cones (where required).
- 5) Set chock blocks (where required).

### 3. Put on PPE



**NOTE:** Where fire retardant/flame resistant clothing is required, sleeves on the clothing should be buttoned at the wrist and collars buttoned up. Gloves should be heat resistant and have gauntlets. Pants should have no cuffs and be placed over top of the boots.

#### 4. Prepare for Unloading

- 1) Check in with facility operator.
- 2) Connect grounding/bonding cable.
- 3) Take sample if required by site operator.



**NOTE:** The driver should always open the hatch on top of the trailer so that it will vent during the unloading.

#### 5. Check Tanks/Compartments

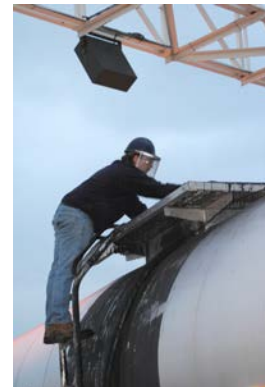
Confirm that tank will hold the quantity to be unloaded.



**NOTE:** Use either an automatic tank gauging system installed on the tank or the receiver's authorization (preferably written) before proceeding.



**NOTE:** For Bunker: The driver must confirm that he/she is at a legitimate bunker fill pipe. If in doubt, check with the customer, or dispatcher.





## 6. Unloading Procedures

### A. Select Product

### B. Connect Hoses

- 1) Connect and verify the hose connection according to carrier unloading procedures.
- 2) Secure locking ears with tie wraps or other securing devices. (Do not use wire as it can cut gloves, hands etc.)

### C. Start Unloading

- 1) If a delivery site pump is used, delivery site personnel start the pump.
- 2) If carrier pump is used, open internal valve and external valve. Delivery site personnel open delivery tank valve.
- 3) Start-up unit pump.
- 4) Check hose temperature to ensure product is flowing.



**NOTE:** Driver should remain in the emergency stop area during loading.

### D. Stop Loading

- 1) Continue pumping until all product has been discharged.
- 2) Disconnect the hose.
- 3) Disconnect the grounding/bonding cable.
- 4) If carrier pump was used for delivery, it must be flushed with diesel before departing job site.
- 5) Clean cap with oil to prevent sticking for next load.
- 6) Replace caps.



**7. Complete Walk-Around Inspection**

- 1) Check for leaks.
- 2) Store equipment.
- 3) Ensure doors and valves are closed.
- 4) Confirm product tags and placards are correct.
- 5) Remove chock blocks.

**8. Complete Paperwork**

Complete documents and have customer sign.



## 12. Truck to Marine Vessel Transfer

### 12.1. Introduction

The procedures and action portrayed in this section represent current petroleum industry practices for the transfer of refined petroleum products in marine environments. For detailed information, refer to the Tank Truck to Marine Vessel Oil Transfer Procedures, a joint industry/government document, which is posted on the Canadian Coast Guard – Pacific Region web site at:



<http://www.ccg-gcc.gc.ca/e0003883>

This document is to be used as a guideline that describes procedures and equipment that, when used properly, will help minimize the risks involved in carrying out oil transfer operations in marine environments and to ensure that oil deliveries from tank trucks to vessels are conducted with a high level of safety and environmental protection.



**NOTE:** This document is not intended to address the transfer of oil to or from any vessels from fixed oil handling facilities.

All oil transfer operations carry the risk of a spill. Marine environments are particularly sensitive to the impacts of an oil spill. When it is necessary to carry out oil transfer operations in marine environments, they must be done safely and carefully using proper equipment and procedures. These procedures do not supersede any local, provincial or federal legislation.

### 12.2. Spill Reporting

Spills must be reported without delay. Reporting regulations vary among jurisdictions. As a minimum, spill reports should include the following information:

- The caller's name and number.
- Location and time of spill.
- Type and quantity of the spilled substance.
- Cause and effect of the spill.
- Details of actions taken or proposed to minimize the effects.

## 12.3. Responsibilities

### 12.3.1. Driver's Responsibilities

The driver is ultimately responsible for the decision to carry out the oil transfer operation since he has care and control of the product from loading to delivery. The driver must demonstrate due diligence by making sure that the equipment and operating procedures meet the high level required for safety and environmental protection.



The driver has the authority and the responsibility to cease operations if an unsafe condition exists. The driver's responsibilities include, but are not limited to, the following:

- The driver will confirm with the marine representative that the vessel's available tank capacity (ullage) can accommodate the schedule load.
- The driver and marine representative agree on the unit of volume measurement being used (imperial gallons, litres).
- The pre-transfer checklist has been completed with the marine representative; including all safety precautions (Appendix A).
- An effective communication system between the driver and marine representative is in place. Two-way radios may be required to facilitate communication. These radios must be intrinsically safe.
- The driver remains at the truck, maintaining control of the oil discharge throughout the operation.
- Any spillage from the truck system should be responded to in accordance to the carrier's contingency plan.
- All supplier requirements, such as taking samples, are carried out as instructed.



**NOTE:** The marine representative may not be familiar with his/her responsibilities regarding the safe operating procedures required for oil transfer. The driver is not to carry out the operation unless the marine representative is fully involved and carrying out his or her responsibilities.

### 12.3.2. Marine Representative's Responsibilities

Responsibilities of the marine representative are similar to those of the driver. The representative must attend all deliveries and is responsible to ensure the following:

- Ensure that the vessel and its tank filling system are in good condition, meeting all legal requirements.
- The vessel is securely moored at an acceptable location, and if required, the local authority has been notified.
- Where required, an acceptable contingency plan exists.
- The pre-transfer checklist has been completed with the driver. An effective communication system is in place.
- Scuppers are plugged.
- Control is maintained throughout the operation.
- The hose and nozzle are secured at the fill connection.
- The tank capacity is constantly monitored to prevent overfilling.
- The vessel's tank vents are monitored to ensure they are not a source of spillage.
- The marine representative must stay in attendance at the tank connection.
- Any spillage on board the vessel, or originating from the vessel, is reported and responded to in accordance with vessel requirements and regulations.
- The flow must be controlled at the truck; the marine representative must give the driver at least 5 minutes notice before shutdown is required. Good communications procedures are must.

Additional people may be required to watch the hose or relay messages between the driver and the marine representative if they are not in direct and constant communication; all key personnel must be able to communicate clearly and fluently.

## 12.4. Oil Transfer Locations

### 12.4.1. Site Characteristics

The truck unloading area must meet the following conditions:

- The area must be clear of ignition sources.
- If on a wharf, that wharf must have a known adequate load capacity greater than the gross weight of the tank truck. The GVW (Gross Vehicle Weight) of the delivery truck may include an allowance for a trailer; the truck alone may weigh considerably less. The driver should carry documentation as to the truck's approximate loaded weight.

The unloading area should also have the following characteristics:

- Adequate lighting.
- Restricted public access.
- Near emergency services (fire department, spill cleanup).
- Clear of any right of way (placement of safety cones to restrict access to the driver's work site must be used).

### 12.4.2. Wooden Wharves

Extra precautions are required if an oil transfer operation is to be carried out on a wooden wharf. Use bonded drip pails under the truck fittings to collect any drips and spills.

Sudden braking may cause excessive stress and sway on wooden wharves.

Wooden wharves can be extremely slippery when wet.

## 12.5. Truck Safety

Extra care must be taken when manoeuvring trucks and making deliveries in the marine environment. Drivers must adhere to the following:

- Warning notices and/or pylons/safety cones should be displayed to alert bystanders of the potential dangers of the operation.
- Take extra care when backing up. A spotter should assist the driver.



### 12.5.1. Truck Pumps

Truck-mounted pumps can yield high pressures resulting in hose ruptures and fitting failures. The truck pump pressure-relief should be set to prevent excessive pressure.

Suggested maximum pumping pressure is 400 kPa (60psi). This will allow pumping into aboveground tanks while not exceeding the working pressure of properly rated hoses and nozzles.

The pump system should be tested periodically to ensure the pressure relief is working and is properly limiting the pump discharge pressure.

The operating speed of the truck pump should not exceed the manufacturer's recommended speed which, in most cases is 900 RPM.



## 12.6. Static Discharge Protection

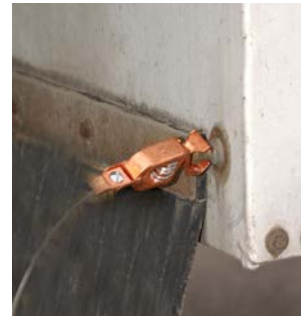
Static electricity remains one of the greatest dangers in handling petroleum products. All personnel must be properly trained and must carry out proper operating procedures.

### 12.6.1. Bonding and Grounding

The delivering company should have detailed procedures for bonding and grounding depending on the operation and the fuel being transferred. If carrying out a transfer at a marine terminal, then that terminal may have a bonding or isolating protocol that must be observed.

In the absence of company-specific requirements, the following procedures should be used.

1. To neutralize the static discharge of both, ground the receiving tank (or the vessel if the tank is bonded to the vessel) and the tank truck to an earthing stud or other ground at the dock.
2. If earthing points are not available, then the vessel and truck are to be bonded together to equalize any difference in potential.
3. Before the vessel's fill cap is opened, bond the nozzle to the vessel to ensure there is not difference in the electrical potential between them.



4. If a nozzle bonding cable is not available, then touch the nozzle to the cap of vessel structure to discharge any difference. During transfer, the nozzle must be kept in contact with the fill fitting to bleed away any charge build-up due to fuel flow.
5. When transfer is complete, allow two minutes waiting period for any possible static charges which have accumulated in the fuel, to equalize.
6. Remove the nozzle and close the fill cap. Disconnect bonding cables in reverse order.

### **12.6.2. Drip Collection**

Drip containers must be bonded to the fitting from which they are collecting the drip.

Use metal pails only. Never use a plastic pail to collect leakage of flammable or combustible liquids.

Plastic handles should be taken off metal pails to ensure an electrical bond takes place between the pail and the fitting.

Any leaking fittings must be contained and then repaired before next use.

### **12.6.3. Splash Loading**

- Properly mounted fuel tanks are usually fitted with fill spouts that safely accept a normal nozzle tip without creating a splash loading hazard. Cargo tanks, however, often have a fill opening without an extended spout that can lead to splash loading.
- Splash loading can be avoided by using an extended fill spout that reaches the bottom of the tank being filled. If splash loading cannot be avoided, the following precautions can help minimize the risk:
  - 1) Limit the flow rate to minimize turbulence.
  - 2) Keep the nozzle in contact with the side of the container being filled to ensure a continuous electrical bond.
  - 3) Do not lower any objects into the tank for at least 5 minutes after the flow has stopped.



## 12.7. Hoses and Adaptors

### 12.7.1. General

The type of nozzle required will depend on the product being dispensed and the type of receiving vessel.

For large bulk deliveries, the flow is usually controlled at the pump or tank truck outlet valve. In these cases, it may be acceptable to connect the hose or nozzle to the receiving tank with a camlock connector, securely fastened in a closed position. Hose should be a single length from tank truck to vessel. If more than one length of hose is required, then special precautions are necessary to minimize risks.

### 12.7.2. Inspection of Hoses

Hoses must be visually inspected before each use, checking for signs of wear and fatigue. Do not use hoses that appear to be in poor condition.

### 12.7.3. Testing Hoses

A driver should be aware that all pressure hoses must be hydrostatically pressure-tested at least once per year, to at least 1 ½ times their maximum working pressure; the hose must bear a test tag showing the date, test pressure and name of the person or company carrying out the test. More frequent pressure-testing is encouraged.

Hoses should also be tested for electrical continuity when they are pressure-tested.



### 12.7.4. Protection of Hoses

When in use, hoses must be protected from damage. Do not allow hoses to be driven over, dragged over sharp objects, or damaged in any way.

Hoses must not lay in the water where they can be damaged by marine traffic, floating logs, or pinched between the vessel and the dock.

### 12.7.5. Tidal Action – Hoses

Hoses must be of suitable length to allow for tidal variations without being stressed. The time required for oil transfer, and the estimated tidal action must be accounted for as part of the predelivery check list.

### 12.7.6. Hose Connections

Connections may be either camlock, threaded or other suitable type; the locking ears of camlock connections must be secured in the locked position.

Hoses must be properly supported, avoiding stress on the connections

Connections must be liquid-tight and secure; no leakage will be tolerated. Connections must not be made over water and all connections should be contained by drip trays.

## 12.8. Unloading Procedures

### 1. Review Delivery Instructions

Before making the delivery, it may be helpful for the driver to have a clear understanding of the pertinent features of the vessel. Before arranging for the delivery, the marine representative should provide the driver with the following information:

- 1) Proximity of the vessel to the truck parking location.
- 2) A sketch of fill and vent locations on the vessel.
- 3) Fill Connection type and size.
- 4) Number of tanks.



NOTE: Pleasure Craft - Drivers should not refuel pleasure craft from tank trucks for the following reasons:

- a) Pleasure craft are normally used in public areas, without good access for tank trucks.
- b) The volumes carried by pleasure craft tanks are generally very small, and not suited for the high flowrate provided by tank truck systems.
- c) The venting systems in pleasure craft are generally intended for low flowrates and create the potential for spillage if filled at too high a flowrate.



## 2. Position Vehicle

- 1) Position truck
- 2) Turn off ignition sources
- 3) Set brakes
- 4) Set safety cones (where required)
- 5) Set chock blocks (where required)
- 6) The tank truck must be safely and securely located to prevent damage to its surroundings.
- 7) A spill contingency plan must be in place to enable a quick, effective and sustained response to any emergency at that specific location.
- 8) Containment around the fill opening is required to protect against spillage.
- 9) The size of the containment basin or drip pan is set out in the Oil Pollution Prevention Regulations (CSA), and depends on the diameter of the delivery hose:
  - a. Hose diameter up to 2" (51mm): containment volume 0.08 m<sup>3</sup> (80 litres)
  - b. Hoses larger than 2" (51mm) require containment volume 0.16 m<sup>3</sup> (160 litres)

## 3. Put on PPE



#### **4. Prepare for Unloading**

- 1) Connect grounding/bonding cable.
- 2) Take sample if required by site operator.
- 3) Ensure nozzle or extended fill tube is properly inserted in the fill stem, and in contact with the side of the fill opening.
- 4) The marine representative must be present at the fill opening and signal when ready for flow to begin.
- 5) At the first signs of an electrical storm, the operation must be shut down.
- 6) Heavy seas or high winds may require the delivery to be terminated.
- 7) The transferring company should have a checklist appropriate for the operation being carried out. This safety checklist must be filled out and kept available during the transfer operation.
- 8) The purpose of the checklist is to ensure that both parties, the driver and marine representative, have had a “meeting of minds” and understand the particulars of the transfer operation. It also provides a double check that required precautions are in place.
- 9) See Appendix C, Truck to Marine Transfer Checklist, for a sample checklist. It provides a model for company-specific checklists. By filling out and signing the checklist the driver and marine representative agree that their responsibilities have been met.
- 10) The fuel transfer safety checklist must be completed with a copy retained by the driver and a copy left with the vessel.
- 11) Additional information on company specific checklist might include:
  - a. Bonding and grounding in place
  - b. Fire extinguishers in place
  - c. Tidal action accounted for
  - d. Hose connections secured

#### **5. Check Tanks/Compartments**

- 1) Confirm that tank will hold the quantity to be loaded.
- 2) The driver and marine representative must agree on the amount to be transferred, making allowance for:
  - a. Thermal expansion: the tank should not be filled above 95% capacity.
  - b. Sufficient additional tank capacity to accept the hose’s line fill after the pumping is complete.

## **6. Unloading Procedures**

### **A. Select Product**

### **B. Connect Hoses**

- 1) Connect and verify hose connection according to carrier unloading procedures.
- 2) Secure locking ears with tie wraps or other securing devices. (Do not use wire as it can cut gloves, hands etc.)

### **C. Start Unloading**

- 1) The driver must be present at the truck controls, starting flow only when signalled by the marine representative. Start the flow slowly until the bottom of the fill tube is completely submerged.
- 2) If any significant pressure build-up is noticed, the driver shall immediately halt the filling process until it is safe to resume.

### **D. Stop Loading**

- 1) Slow down the flow when nearing the top of the tank; throttle the flowrate at the truck for best control. Watch the tank level through the fill opening.
- 2) When disconnecting from the fill pipe or removing the nozzle, take care to avoid dripping product. Contain all drips.
- 3) Disconnect at the end nearest the truck and drain into the vessel tank or other suitable container – not plastic!
- 4) If using a portable container, ensure solid footing so the container cannot be inadvertently knocked over.
- 5) Plug or cap the hose ends to prevent drips.
- 6) After all oil connections are released and capped, remove bonding/grounding cable.

## **7. Complete Walk-Around Inspection**

- 1) Check for leaks
- 2) Store equipment
- 3) Ensure doors and valves are closed
- 4) Confirm product tags and placards are correct
- 5) Remove chock blocks

## **8. Complete Paperwork**

Complete documents and have customer sign

## 13. Truck to Truck Transfer

### 13.1. Introduction

Truck to truck transfers are not supported by all Canadian Fuels members as a normal business practice. In many jurisdictions, this practice is prohibited by law unless for emergency reasons.

This guideline describes procedures to be followed when carrying out truck to truck transfers of petroleum products. Special precautions are required for these operations because of the absence of the controlled environment of a loading terminal. The intent is to provide “best practices” for transfer of cargo from one tank truck or tank trailer to another tank truck or tank trailer. Its target audience is the delivering driver.



The guideline is applicable for emergency transfer procedures. It does not address procedures for dealing with overturned or otherwise damaged tankers. It is not intended to cover transfer to the running tanks of equipment, portable storage tanks or fixed tanks other than tank vehicles.

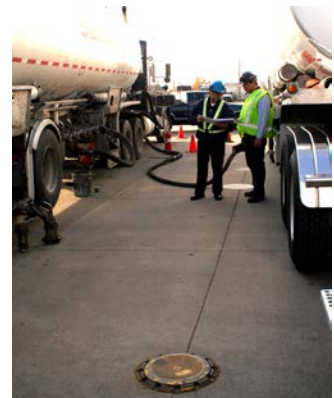
This section does not contain information specific to the quality control requirements when handling aviation fuels. Refer to company policies and procedures for handling aviation fuels.

### 13.2. Responsibilities

Only a qualified driver may perform a truck to truck transfer but management authorization must be obtained before carrying out the transfer.

As a guide the driver must use the Truck to Truck Carrier Checklist (Appendix D).

If, in the driver’s opinion, the situation is unsafe, the driver should not proceed.



## 13.3. Preparing for the Transfer

### 13.3.1 Transfer Locations

Truck to truck transfers can only be carried out where there is adequate protection against collision and fire hazards.

They must be located away from watercourses and drains.

Transfers should only be done on a level surface where the tank can be stable.



Keep away from ignition sources – Fire Codes require 7.5 metres clearance.

For gasoline transfers, take into consideration wind direction and the proximity of operating equipment and other sources of ignition to any vapour sources. Remember that gasoline vapours are heavier than air and tend to accumulate in low places.

Never perform truck to truck transfers during thunder and lightning storm conditions.

### 13.3.2. Visual Inspection of Trailer

Prior to the transfer a vehicle inspection must be conducted. Included in this will be:

- Check for corroded areas, dents, gouges, scrapes or defects in welds.
- Leakage around piping, valves, couplings and other areas of concern.
- Check dome covers for proper closing and latching.
- Inspect inside receiving compartment for cleanliness and loose metallic objects.
- Ensure that emergency valve controls operate properly.
- Connections and fittings must be properly secured.
- Inspect all spring-loaded safety relief devices to ensure operability.
- Check that all required markings are legible.
- Ensure that each unit of the tanker has a safe means of access.
- Inspect the static bonding and grounding cables and connections.



### 13.3.3. Trailer Support

Ensure that the parking area for any tanker can provide adequate support. It should not be up to the driver to decide whether or not the trailer support is adequate.

Consider unstable soil/ground conditions and the tank supporting mechanism.

Consider the effects of freezing and thawing ground conditions when setting and securing trailers in position.



### 13.3.4. Driver Equipment

Keep the required minimum of spill containment material on-hand in case of emergency.

The driver must wear adequate safety equipment.

Anyone climbing onto a tank must remove anything likely to fall out of his/her pockets. Eyeglasses of any kind must be secured with a strap.

Personnel on the receiving tank should wear a respirator to protect from benzene exposure.

Proper fall protection must be provided if the driver must work at elevations above 2.4 metres (or per provincial requirements).



All trucks must carry at least one fire extinguisher rated at least 20 BC in compliance with the Fire Code. The fire extinguisher is to be removed from the truck and placed in an immediately accessible position near the driver during unloading.



### 13.3.5. Eliminating Static

Equipment must be fully grounded and bonded.

Make or break all bonding connections with fill caps closed, clear of any potential vapour sources.

Disconnect bonding connections only when fuel transfer has ended, fill caps are closed, the static charges have dissipated and the area is clear of any flammable vapours.



Minimize turbulence during flow by controlling flow rates as follows:

- Start the transfer at slow flow - for 2 inches transfer system, the maximum rate is 125 L/min.; for 3 inches transfer system, the maximum flow rate is 280 L/min. until the downspout is fully submerged in the product (minimum of 8 inches in depth).
- Then pump at maximum flow - for 2 inches transfer system the maximum rate is 400 L/min.; for 3 inches transfer system the maximum flow rate is 900 L/min.
- And fill the final 6 inches or 100 litres of each compartment at slow flow – same as the start/slow flow rate above.

Never splash load. For top loading, use an extended fill spout that reaches the bottom of the tank being filled. This spout must be kept in constant metal to metal contact with the filling opening. Ideally, bond the spout to avoid turbulence.

Never sample or place any object into a compartment while loading.

After loading, allow 2 minutes minimum before removing downspout.

Remove the downspout slowly while maintaining metallic contact with rim of dome cover, and then close the dome cover.

Wait for the static charges to dissipate before sampling, gauging and taking the temperature of the product.

### 13.3.6. Bonding and Grounding

Ensure a proper grounding rod or grounded structure/pipe is available and has been verified. The resistance to ground should be equal or less than 10 ohms to ensure adequate grounding of equipment/structure.

Supply and use single “Y” shape grounding/bonding link. Follow this sequence for grounding:

1. Connect the base of the Y to earth.
2. Connect one of the branches of the Y to the tank truck to be emptied.
3. Connect the second branch of the Y to the receiving tank truck.

At completion of the operations, remove the grounding cables in the reverse order.

Use bare cables for grounding and bonding (sheathed cables can hide breaks in the wire). If sheathed cables are used, check them to ensure proper continuity.

Ensure the grounding and bonding connections are effective. Use clean connections (no painted surfaces) and adequate grounding clamps.

Keep all grounding and bonding cables away from the transfer/pumping equipment to avoid trip hazards. This will also reduce the risks of ignition from sparks when the earth contact is being connected or disconnected.

Before pumping/delivering through the dome cover, bond the delivery nozzle and downspout assembly directly to the dome opening of the receiving tank truck and ensure the stability of the downspout (i.e. avoid free movement and secure the downspout to the dome opening).

### 13.3.7. Sampling and Gauging

Do not sample during tank filling and settling. Wait at least 10 minutes after load clean for single-phase liquids (with no water) and 30 minutes after loading multi-phase liquids.

Use appropriate conducting materials for sampling and gauging devices.

Ensure sampling and gauging devices are securely grounded.

Ensure you have the proper gloves on before opening the dome cover.



## 13.4. Check the Truck Equipment

### 13.4.1 Truck Pump

Truck mounted pumps can yield high pressures resulting in hose ruptures and fitting failures. Therefore, truck pump pressure-relief should be set to prevent excessive pressure.

Suggested maximum pumping pressure - 400 kPa (60 psi). This will allow pumping into aboveground tanks, while not exceeding the working pressure of properly rated hoses and nozzles.

The pump system should be tested periodically to ensure pressure relief is working and is properly limiting the pump discharge pressure. Pumping pressure must not exceed working pressure of the hose, nozzle and fittings.



### 13.4.2. Transfer Hose

Transfer hose must be conductive type or anti-static. If no test is available or has been made to ensure the hose being used is conductive or anti-static, it is very important to use a separate bonding cable to bond each metal coupling/connection along the hose and connect this cable to ground. This is to prevent the metal connections from becoming insulated conductors.

Visually inspect the hose before each use, checking for wear and fatigue. Do not use hoses that appear to be in poor condition.

All pressure hoses should be hydrostatically pressure tested once per year, to at least 1 ½ times their maximum work pressure, and be identified as tested. A record should show the test date, test pressure and name of the person or company carrying out the test.

Connectors, when used on pressure hoses, should have their ears tied back or otherwise secured in position.

Hose sizes should be chosen to allow adequate flow and be easy to handle. Although 3" and 4" hoses facilitate high flow rates, they are heavy and may be awkward to handle. For top loading, hoses 2" or smaller may be preferred.

Drip containers should be provided where hose connections are made.

## 13.5. Operating Procedures

### 1. Review Terminal Instructions

Drivers should review all of the above instructions prior to beginning the transfer.

### 2. Position Vehicle



- 1) Ensure you are parked in an acceptable location. Always position both tractors and pumping equipment upwind to ensure the flammable vapours are pushed from the working area, especially important to prevent diesel engine racing due to gasoline vapours that are carried by the wind.
- 2) Position your unit to unload on the same side as the receiving valves.
- 3) Do not position the truck so that hoses run beneath it, unless instructed by supervisor.
- 4) Turn off ignition sources except engine if required to operate the transfer pump.
- 5) Ensure there are no ignition sources within 8 metres of either truck.
- 6) Set brakes.
- 7) Set chock blocks.

### 3. Put on PPE





#### 4. Prepare for Transfer

- 1) Set out pylons or other suitable barriers appropriate for conditions to establish a safe area.
- 2) Set out fire extinguisher near the unloading valves.
- 3) Close all discharge valves on the receiving tanker.
- 4) Close all interconnecting valves that could allow product to flow between compartments on the receiving tanker unless the entire tanker is included in the transfer (i.e. all compartments will be loaded with the same products).
- 5) Verify the product tags on receiving truck match the tags on the delivering truck to avoid contamination and switch loading risks. If attended, have customer verify products as per bill of lading.
- 6) Connect grounding/bonding cables on trucks.
- 7) Connect hoses and set up fill spout. Transfer only one product, one compartment at a time.



#### 5. Check Tanks/Compartments

- 1) Check for any product remaining in receiving tanker. Do a visual check of each compartment's contents. Be aware that any product or contaminants trapped in the manifold will remain unseen.
- 2) Confirm that the tank will hold the quantity to be loaded and will not exceed the safe working capacity.



**NOTE:** The delivering compartment may be smaller than the receiving tank

- 3) An operator should stand on the receiving tanker to visually check the volume or the delivery may be metered.
- 4) The operator must be able to shut off the flow before the receiving tank reaches 97.5% of compartment capacity, or 250 litres outage as per normal operating standards at Canadian Fuels fuelling terminals, taking into consideration the operator may become incapacitated. One of the following methods could be used:
  - a. A valve readily at hand that can be operated by the operator as required (preferred is a spring-loaded or deadman valve).
  - b. An overfill alarm, tied into the truck pump, a second person in control of the pump.



**NOTE:** When transferring product into or out of a trailer that is not supported by a tractor, care must be taken to maintain stability. Unload the full tanker starting with the front compartment. Load the receiving tanker starting with the rear compartment. This ensures that, when the load is unbalanced, most of the weight is concentrated over the rear wheels.

## 6. Transfer Procedures

### A. Select Product

Choose product to be transferred and ensure it is being transferred to the correct compartment.

### B. Connect Hoses

#### Top Transfer

Where a self closing nozzle is not used, a shut off valve may be provided on top of the receiving truck, allowing the driver to stop the flow while on top of the truck. This valve should be operated slowly, taking care not to create hydraulic shock in the line. It is mandatory to wear benzene gasoline vapour protection when gasoline is handled. When distillate is handled the mask is not required. Fall protection is also required when working at elevations greater than 3 meters.

#### Bottom Transfer

The receiving tanker must have a connection designed as an inlet. Do not pump into a tank through a manifold, as the valves in the manifold are designed for outlet flow only. Dry break connections may be used to help minimize spillage. One way to achieve this is to use a bottom loading coupler to connect to the receiving truck.



**C. Start Transfer**

- 1) Start truck pump at idle speed.
- 2) Open the receiving tank valves.
- 3) Open the delivering vehicle's emergency, faucet and discharge valves in that order.
- 4) Check hose connections, confirm no leakage is occurring and the product is flowing into the proper receiving compartment.
- 5) Increase pump speed to normal pumping speed.
- 6) The person in control must have access at hand to shut down the flow:
  - a. Unless the product is metered off into a compartment of known size that is known to be empty, or the delivered volume is known to be less than receiving compartment capacity, a person must attend the top of the truck.
  - b. A two person operation is preferred; one person on the ground to control the flow and one on top of the tank to check volume.
  - c. With a one person operation, where someone must attend the top of the receiving truck, there must be a shut-off valve on top of the truck.
- 7) When stopping the flow, valves and/or nozzles should be closed slowly to avoid over pressuring the hose by line shock.
- 8) Do not exceed the safe capacity of the tank; a 250 litre outage must be left. Allow room for thermal expansion.



**D. Stop Transfer**

- 1) Verify that the delivery is complete and compartments are empty.
- 2) Shut off the pump and close all valves.
- 3) Disconnect hoses carefully to avoid spillage; drain into a drip pail.
- 4) Secure all valves and covers on the receiving tanker.
- 5) Remove bonding cables.
- 6) Ensure proper product tags are in place on each.
- 7) Complete the paperwork including "residue last contained" and leave proper documentation with the tanker. Prior to departing, do a walk around ensuring all equipment is safely stowed and doors and valves are closed and secured.



**NOTE:** The above procedures are subject to all local, provincial and federal government regulations. In the event of a conflict, government regulation will supersede.



**NOTE:** Drivers must report in writing any and all safety, environmental or procedural deficiencies that are encountered during the delivery of bulk products.

***7. Complete Walk-Around Inspection***

***8. Complete Paperwork***



**APPENDIX A**

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**Request for Change**

**CANADIAN FUELS ASSOCIATION PROFESSIONAL DRIVER'S MANUAL**

*For change requests, complete the form below:*

***PRIORITY - FOR SAFETY CONCERNS, INDICATE IF URGENT, MEDIUM, LOW PRIORITY***

<b>PRIORITY</b>	<b>REFERENCE SECTION</b>	<b>PAGE #</b>	<b>CURRENT PRACTICE, PROCEDURE</b>	<b>PROPOSED PRACTICE, PROCEDURE</b>	<b>REASON FOR CHANGE REQUEST (SAFETY, EFFICIENCY, DETAILS)</b>

Please fax form to (613) 236-4280

## APPENDIX B – Home Heat Safe Discharge Certificate

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

Driver: \_\_\_\_\_

Customer Account Number: \_\_\_\_\_

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

	YES	NO
Are there safety issues identified at this location? (if yes, please continue with form.)*		
<b>CONCERN ITEM(S) – only answer applicable question(s)</b>		
Is there more than one fill pipe location, or more than one outdoor tank potentially causing confusion?		
As product flow is started, is there evidence of a strong vent whistle? If no, stop delivery immediately.		
Are all pipes on the exterior part of the building (indoor tanks)?		
Are any of the fill pipes too high to reach safely?		
Do any of the pipes appear to have blockage (i.e. animal nest)?		
Does the tank level gauge work?		
Are the (outdoor) tanks situated on solid or level ground?		
Do the (outdoor) tanks seem excessively corroded or damaged?		
Are there signs of current leaks or other potential problems with the tank system?		
Is there evidence of residual contamination in the area?		
Is the path to and around the fill clear and unobstructed?		
Are there overhead hazards while on foot (i.e. ice, loose tree limbs)?		
Can the truck be driven in, parked and driven out safely (i.e. no obstacles, enough turning radius, ploughed, etc)?		
Are there other concerns (i.e. animals, fence, traffic, yellow or red tagged fill)?		
Additional Detail:		

\*This is to be filled where a driver/carrier representative has not already done so, or where it appears new safety concerns have been introduced.

*It is the driver's responsibility to properly assess the risks before proceeding with a delivery.*

# APPENDIX C - Truck to Marine Transfer – Bulk Products

Location: \_\_\_\_\_

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

Ship: \_\_\_\_\_

Chief Engineer: \_\_\_\_\_

### 1. Bunkers/Fuel to be transferred

Grade	Tonnes	Vol. At Loading Temp (Litres)	Max. Transfer Rate	Topping Off Rate	Max. Line Pressure

### 2. Bunkers/Fuel Tanks to be Loaded

Tank ID	Grade	Max useable vol. of tank (Litres)	Vol. in tank Before loading (Litres)	Available Volume (Litres)	Volume to be loaded (Litres)	Total Vols. by grade (Litres)

### 3. Checks Prior to Transfer

Item	Ship	Shore	Remarks
1. Port authority notified per local requirements? Document Port Authority Phone # in Remarks			
2. Is there an Emergency response plan?			Emergency Contact #
2a) Is the Plan Available?			
2b) Are you familiar with the plan?			
2c) Are you in compliance with the plan?			
3. The vessel is securely moored.			
4. Ship red flag or red light must be on.			
5. Tank truck and or pump truck work area is barricaded with at least 6 safety cones.			
6. There is a safe means of access between the ship and shore. A safety net is deployed under gangway unless equip with ridge handrail and mid rail. Gangway should not be position at an angle of not more than 45°.			
7. Effective communications have been established between responsible persons on ship and shore.: (VHF/UHF Ch ..... ) Agree on sign or signal.			Primary System: Backup System: Emergency Stop Signal:
8. There is an effective watch on board the ship receiving bunkers/Fuel and ashore. During transfer operation a competent person will be continuously in attendance of the pump truck manifold and ship manifold. When transfer operation ceases or is temporarily stopped valves will be closed.			
9. Ship Chief Engineer agrees that ullage (available volume) & product quantity to be transferred indicated above is accurate and correct.			
10. Has agreement been reached on responsibility for stopping transfer? Truck or Receiving Vessel? Document in Remarks.			
11. Has the emergency shut down procedure been agreed? State procedure. Verify that pump engine emergency stop is operational.			
12. Has the procedure for draining delivery hoses on completion of transfer been agreed?			
13. Fire hoses and fire fighting equipment on ship are ready for immediate use and 2 extinguishers are in place at the pump truck.			
14. All scuppers are effectively plugged. Temporarily removed scupper plugs will be monitored at all times. Drip trays are in position on decks under hose connections and bunker tank vents. Static bucket available and in place for drips. No signs of leakage from pump.			
15. Unused fuel connections are blanked and fully bolted.			
16. Transfer hose have been rated for pump use (tagged and dated) and tested for conductivity?			
17. Static bonding wires attached from vessel to pump and pump to road tanker are in place?			
18. The transfer hoses are in good condition & protected from abrasion, securely bolted to manifold & all cam lock connection are secured in place. No hose joint suspended over water and hose is supported on ship and pump truck.			
19. Fuel tank contents will be monitored at intervals not exceeding ..... Minutes & check completed for leaks and or fault.			
20. Chief engineer will ensure that bunker tank valves are not closed against flow & valves are set correctly for tank to receive fuel product, tank valves opened before start of discharge pump.			
21. There is a supply of oil spill clean up material readily available for immediate use.			
22. Smoking rooms have been identified on board and smoking restrictions are being observed.			Nominated Smoking Rooms Ship: Restriction observed
23. Naked light regulations are being observed and hand torches and portable radios are of approved types?			
24. All external doors and ports in the accommodation are closed.			
25. Are hand torches and portable radios of approved types?			
26. Are required delivery warning notices in position?			

#### Declaration:

We have checked, where appropriate jointly, the items of the checklist in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge. If to our knowledge the status of any item changes, we will immediately inform the other party.

#### For Ship

Name: \_\_\_\_\_  
 Rank: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

#### For Shore (Min. of 2 per sons on wharf available for duration of delivery)

Person #1	Person #2
Name: _____	Name: _____
Rank: _____	Rank: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Time: _____	Time: _____

Refusal by ship's staff to complete and sign a checklist must be reported immediately to the local Marine Product Supplier department and no delivery should be made.

## APPENDIX D - CARRIER CHECKLIST - TRUCK-TO-TRUCK TRANSFER

The carrier representative/driver must complete this list before the transfer.  
Do not proceed with the transfer if the answer to any of the following questions is No.  
Return the completed list to the carrier office for retention.

- | <u>Yes</u>            | <u>No</u>             | <u>N.A.</u>           |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have the carrier's representative and driver(s) been properly trained on the dangers of electricity, on loading and truck-to-truck transfers? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is the transfer location off public roadways and away from ignition sources?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are emergency means of communication available?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If gasoline is to be transferred, are the trucks located at least 7.5 m from each other?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have the truck engines and the electrical systems been shut off, unless required to operate the pump?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have the No Smoking signs and the orange traffic pylons been installed?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is at least on 20-lb. chemical fire extinguisher on hand?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are the two tankers or the trailer and its tractor properly bonded to each other?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is all the equipment properly grounded?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | In the case of a middle distillate, will it be loaded in a compartment that last contained a middle distillate?                               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Will bottom loading take place, if possible and permitted by law?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Do the receiving compartments have the capacity to receive the product?   |
|                       |                       |                       | <b>In the case of top loading:</b>  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is the receiving tanker equipped with a metal downspout that reaches the bottom of the receiving compartment?                                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is the metal downspout secured mechanically or bonded to the receiving tanker?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is the transfer hose secured mechanically or bonded to the downspout?   |

**SPECIAL REQUIREMENTS FOR AVIATION FUEL TRANSFERS:** To preserve the quality of the product, please refer to Oil Company-specific procedures and draining & flushing chart.

Name of Carrier: \_\_\_\_\_ Receiving Tanker Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Transfer Location: \_\_\_\_\_

Carrier Representative: \_\_\_\_\_ Transfer Date: \_\_\_\_\_

Accepted by Oil Company Representative: \_\_\_\_\_

**APPENDIX E**

**Canadian Fuels Driver Qualification Form**

The Employer/Carrier is to send a completed form to Canadian Fuels via the website [www.canadianfuelsdrivercert.ca](http://www.canadianfuelsdrivercert.ca)

**Driver Information Area**

Driver's Last Name:

First (Middle) Name:

License:  Licensed in Prov./State:

Years of Experience Handling/Hauling Petroleum Products

Employer / Carrier Name:

Representative

Terminals:

[Back to Search](#)

[Add Q-Form](#)

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[Appendix 1](#)

Select Terminals that will receive notification email to approve this Q-Form

[Appendix 2](#)

**EDIT MODE ONLY:**

Employer at Time of Certification:   
(Canadian Fuels Admin Access only)

Changed Employer Date

yyyy/mm/dd

**Certification Requirements Area:**

TDG Certificate Issued:  The date must be within 3 years before writing Canadian Fuels Driver Certification Exams.  
(HazMat Endorsement-USA) yyyy/mm/dd

WHMIS Training Completed:   
(HazMat Endorsement – USA) yyyy/mm/dd

10 Supervised Terminal Loads Completed:  The date must be within 3 years from today's date (one time entry).  
(Required by First Time Fuel Hauler) yyyy/mm/dd

Date emergency response plan has Certification Exams. been reviewed:  The date must be within 3 years before writing Canadian Fuels Driver  
(LTER Guideline Pages 15-16) yyyy/mm/dd

The Driver has executed Appendices 1&2 and Appendices are on file with the Employer  YES  NO

**Personal Information Protection and Electronic Document Act (the "ACT")**

On January 1, 2001, the Government of Canada enacted the "Act". It requires that for Canadian Fuels to collect personal information about Drivers, the Drivers must consent to the collection. As such this form now includes Appendices 1 & 2 which must be executed by the Driver and retained by the driver's Employer for a minimum of five years. If both Appendices are not executed the "no" box in the Driver Certification requirements Area must be checked off and Canadian Fuels will not disclose any of the Driver's information from the database.

**Assign Driver Exams Area:**

**Professional Driver's Manual** (<http://www.canadianfuels.ca/en/driver-certification>, Driver Certification)

Based on product delivered, drivers will be tested as follows. Please check all section(s) needed to be tested on:

Section 3-8 & 13 General Exam:  mandatory for all drivers

Section 9 Light Products (gas/diesel)

Section 9 Heating Oil/Meter delivery

Section 9 & 11 Heavy Fuel (Bunker)

Section 11 Asphalt

Section 9 & 10 Aviation

Section 9 & 12 Marine

**COMMENTS:**

**VERIFICATION:**

I, \_\_\_\_\_ from \_\_\_\_\_, certify that the information provided in this Driver Certification Qualification Form is true and correct. I hereby waive, release, and discharge from any and all liability the Canadian Fuels Association (Canadian Fuels) and its members in regards to the information that will be provided in this Canadian Fuels Driver Certification. I also acknowledge that I have responsibility on how the Canadian Fuels driver examinations are administered for the drivers in our company.

Acknowledge that I have read and understand the verification

# Appendix 1

## Attached to and forming part of the Canadian Fuels Qualification Form

### Background:

The Government of Canada has enacted *The Personal Information Protection and Electronic Documents Act* (the "Act"), "to support and promote electronic commerce by protecting personal information that is collected, used or disclosed in certain circumstances, by providing for the use of electronic means to communicate or record information or transactions and by amending the Canada Evidence Act, the Statutory Instruments Act and the Statute Revision Act." (Second Session, Thirty-sixth Parliament, 48-49 Elizabeth II, 1999-2000)

The Canadian Fuels Association ("Canadian Fuels") maintains a database of information (the "Database") with regard to drivers employed by Common Carriers<sup>1</sup>. The Database allows Canadian Fuels to respond to the requests of Common Carriers, third party contractors acting on behalf of Common Carriers, and Canadian Fuels member companies for confirmation of the validity of a driver's Canadian Fuels Driver Certification and/or, in the case of Western Division, the number of, and points awarded in connection with employment related driving incidents such as product spills and mixes, vehicle accidents, injuries, and near misses.

The Database contains the following driver information: (i) driver license number, (ii) driver's first and last name and middle initial, (iii) Canadian Fuels Driver's Certification Card number, (iv) Certification Card's expiry date, (v) name of employer at time of last Canadian Fuels certification, (vi) name and location of where driver was tested, and, in the case of Western Division, (vii) incident dates, type, location, points assessed, total points accrued and comments.

A driver's information is updated every time a new Canadian Fuels Qualification Form is submitted or, in the case of Western Division, an incident is reported. All information is retained in the Database for a minimum period of 5 years and a maximum period of 10 years beyond the last Canadian Fuels Certification date, or the date of last reported incident, whichever comes last. In the case of Western Division, while accrued incident points are maintained for the minimum 5 years and a maximum of 10 years or the date of last reported incident, whichever comes last, the number of points that are actually charged against a driver's record are only those that were accrued during the immediately preceding thirty-six month period. (e.g. a driver may have accrued 18 incident points during the past five years but if none were accrued in the past 36 month period the number of points that would be reported in response to a query would be zero.)

All or part of the information in the Database is available upon request at no charge to Canadian Fuels member companies, bulk fuel carriers that transport fuels on behalf of Canadian Fuels member companies, and third party contractors acting on behalf of Common Carriers (e.g. Professional Drivers Bureau {PDB}).

### Consent to release information

I hereby acknowledge and agree that Canadian Fuels may, (i) upon the request of Common Carriers, third parties acting on behalf of Common Carriers or Canadian Fuels member companies, disclose my name, driver's license number, Canadian Fuels Driver's Certification Card Number, Certification Card expiry date, name of my employer at the time of submission of my most recent Canadian Fuels Qualification Form, the name and location of where I was tested, and, in the case of Western Division, the number of driving incident accrued points and details relating thereto, and (ii) collect and maintain such information in the Database as described above.

\_\_\_\_\_  
(Signature of driver)

\_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_  
(Print name of driver)

\_\_\_\_\_  
(Print name of witness)

\_\_\_\_\_  
(Date [yyyy-mm-dd])

<sup>1</sup> Defined as companies that transport refined or unrefined petroleum products in tank trucks, and contract with Canadian Fuels member companies to deliver those products to the member companies' customers.

## Appendix 2

### Attached to and forming part of the Canadian Fuels Qualification Form

The *Personal Information Protection and Electronic Documents Act* (the "Act") requires that the Canadian Fuels Association ("Canadian Fuels") adopt the following procedures to protect all personal information collected in connection with drivers ("Drivers") employed by Common Carriers<sup>2</sup> and maintained in a database (the "Database") administered by Canadian Fuels.

- 1) The persons responsible for Canadian Fuels compliance with the Act are: Canadian Fuels at 1000 – 275 Slater Street, Ottawa, Ontario K1P 5H9, Stuart's Training & Certification at 18 Diana Grace Avenue, Dartmouth, Nova Scotia B2W 6A2 and CAA-Quebec at 444 Bouvier Street, Quebec, Quebec G2J 1E3.
- 2) The Driver's employer is responsible for ensuring execution in hard copy form of the Canadian Fuels Qualification Form (the "Form") and Appendices 1 and 2 thereto, by Drivers. The executed Form shall be retained in the employer's file and the information contained therein shall be retained in the Database for a minimum period of 5 years and a maximum period of 10 years beyond the last Canadian Fuels Certification date, or the date of last reported incident (Western Division), whichever comes last.
- 3) Appendices 1 and 2 of the Form shall be executed at or before the time at which the Driver's personal information is collected in accordance with the Form.
- 4) The Driver's employer is responsible for notifying Canadian Fuels, in either written or electronic format that an executed Form is on file with the employer. In the absence of such notification, Canadian Fuels will not disclose any of the Driver's information from the Database.
- 5) All information collected and maintained in the Database is derived from executed Forms and includes (i) driver license number, (ii) driver's first and last name and middle initial, (iii) Canadian Fuels Driver's Certification Card number, (iv) Certification Card's expiry date, (v) name of employer at time of last Canadian Fuels certification, (vi) name and location of where driver was tested, and, in case of Western Division, (v) incident dates, type, location, points assessed, total points accrued and comments. All or any of a Driver's name, driver's license number, Canadian Fuels Certification Card Number, Canadian Fuels Certification Card expiry date, employer at the time of submission of the most recent Canadian Fuels Qualification Form, the name and location of where driver was tested, and the number of driving incident accrued points and details relating thereto, will, upon request by any of the parties identified in points 7 and 8 below, be divulged.
- 6) The Database shall be maintained electronically and shall, subject to the exceptions noted below, be accessible only by Canadian Fuels staff.
- 7) Each Canadian Fuels member company shall, by March 31 of each calendar year, provide Canadian Fuels with a list of approved Common Carriers that may submit information for inclusion in the Database and that may request Driver specific information from the Database.
- 8) The Common Carriers identified pursuant to point 7 above shall, by March 31 of each year, provide Canadian Fuels with a list of third parties that may request Canadian Fuels to provide information from the Database on behalf of the Common Carrier. (e.g. Professional Driver's Bureau).
- 9) Information shall only be released to the companies identified pursuant to points 7 and 8 above, Canadian Fuels staff and contract employees and the Driver to whom the information relates.
- 10) A request for information from the Database shall be made to Canadian Fuels at the address specified above, via e-mail at racheldobbs@canadianfuels.ca (Western/Ontario), roystuart@ns.sympatico.ca (Atlantic), icpp@caaquebec.com (Quebec) or by telephone at (416) 492-5677 ext.32 (Western/Ontario), (902) 430-3545 (Atlantic), (418) 624-2424 ext. 2530 (Quebec).
- 11) Any person requesting information from the Database must provide the Driver's on-file Driver License number before any information will be released.
- 12) If a minimum period of 5 years, or a maximum period of 10 years, or the date of last reported incident (Western Division) whichever comes last, has elapsed since the last driver's Canadian Fuels Certification, all of the Driver's information shall be electronically deleted from the Database.
- 13) Any complaints regarding the Database must be in writing and addressed to the attention of Canadian Fuels at the address specified above. Responses shall be provided in writing within 60 days of receipt of the complaint.

I hereby acknowledge that I have read, understood and agree with Appendix 2.

\_\_\_\_\_  
(Signature of driver)

\_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_  
(Print name of driver)

\_\_\_\_\_  
(Print name of witness)

\_\_\_\_\_  
(Date [yyyy-mm-dd])

<sup>2</sup> Defined as companies that transport refined or unrefined petroleum products in tank trucks, and contract with Canadian Fuels member companies to deliver those products to the member companies' customers.

**HIRED CARRIER CONCERN REPORT**

**REPORT ORIGINATOR: RESPONSIBILITIES**

1. If **“Priority”** is **CRITICAL**, do not begin delivery, or if delivery has begun cease immediately!
2. Complete this Report to the best of your knowledge including the **ORIGINATOR** section on the reverse.
3. Keep one copy of the Report for your records and send one copy to the person you believe has the authority to act on the identified concern. (Identify this person in the **FORM FORWARDED TO** section on the reverse).
4. Refer to **“REPORT RECEIVER: RESPONSIBILITIES”** below for follow-up communication.

**REPORT RECEIVER: RESPONSIBILITIES**

1. If you have the authority and/or capability to address the concern, do so **ASAP** based on **“Priority”**.
2. If you do not have the authority and/or capability to address the concern, forward this Report to the person you believe has the necessary authority and/or capability to address the concern.
3. If forwarded, complete the routing sheet on the reverse and make two copies.
4. Keep one Report for yourself and send the other copy to the Report Originator.

**PRIORITY (check only one box)**

- Critical             High             Medium             Low             Info Only

**PRINCIPLE CATEGORY (check only one box)**

- Safety                             Environmental                             Customer Service  
 Wasteful Practices             Other

**SUB-CATEGORY (check only one box)**

- Facility / Equipment             Procedural                             Operational  
 Policy / Regulations             Skills / Training                             Other

DELIVERY DATE: \_\_\_\_\_  
(YYYY-MM-DD)

REPORT COMPLETION DATE: \_\_\_\_\_  
(YYYY-MM-DD)

Delivery Street Address & Municipality: \_\_\_\_\_

Oil Company Name: \_\_\_\_\_

Document the Concern (be as specific as possible, include diagrams if appropriate and any suggestions you may have to correct the concern).

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**HIRED CARRIER CONCERN REPORT**

REPORT ROUTING (please complete fully)

ORIGINATOR:

Name / Position: \_\_\_\_\_

Carrier Company Name: \_\_\_\_\_

Mailing Address and/or Fax Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPORT FORWARDED TO:

Receiver's Name / Company	Date (yyyy/mm/dd)	Comments (include address, fax, etc.)