

What to do before, during and after fuel delivery:

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Before

- Pre-arrange fuel deliveries so staff is present.
- Keep all fill ports locked.
- Verify that flow restrictor/high level alarm, automatic shutoff, or other overfill prevention device is functional.
- Create a label to tell the delivery person what type of overfill device is present and explain what to do if it activates.
- Make sure the high-level alarm is located where the delivery person can see or hear it.
- Verify spill containment bucket is functional and clean. Remove water, close shutoff valve and check for adequate capacity.
- Ensure that No Smoking signs are properly posted.
- Have oil spill sorbent pads available at the time of fuel deliveries.
- Where possible, request metered fuel drops.
- Keep fill ports locked until driver requests access.
- Have a tank capacity chart available for the delivery person.

During

- The driver should make all hook-ups. The driver and facility personnel assigned to observe should stand by during the entire product delivery and be prepared to stop flow from the truck should any unusual conditions, leaks or spills be observed.
- Provide adequate lighting and safety barriers around the fueling zone.
- In the event of any spills or leaks, the driver will be responsible for stopping flow from the truck and the observer will notify the facility managers.

After

- Verify fuel drops using either manual methods (i.e., stick with water paste) or in-tank gauging before and after delivery.
- Following completion of the delivery, the driver is to be responsible for disconnecting all hook-ups.
- After fuel delivery, make sure fill ports are properly padlocked.
- Ensure sump is free of product.
- Order only the quantity of fuel that will fit in the tank. (Tank should only be 90% full). Example: 10,000 gallon tank minus 2000 gallons already in tank minus 1000 gallons ullage equals 7000 gallon delivery.
- Ensure that containment sump is clean and dry prior to delivery.