



Petroleum Product Transfer Procedure

Prior to Transfer

Syracuse Employee Responsibilities

1. A qualified SU employee, trained in the content of the University's Spill Prevention Control and Countermeasures Plan and knowledgeable in the proper operation and transfer of the fuel product, must be present during the entire transfer process.
2. The qualified SU employee must provide spill protection (i.e. drain mats, drain plugs, etc.) for all drains (floor, storm water, etc.) to which the transfer product may flow into in the event of a discharge (i.e. in the vicinity of the tank and fill port).
3. The qualified SU employee must determine the available fill capacity of the tank and communicate this with the vendor.

Steps for Determining Tank's Available Fill Capacity:

- Determine the working capacity of the tank (should be posted on tank).
- Determine current volume of product in the tank. If this is determined other than by direct measurement, allow for a 10% safety factor (i.e., increase volume estimate by 10%) to avoid overfill conditions.
- Determine the maximum available fill capacity:
(maximum available fill capacity = working capacity - current volume)

4. The qualified SU employee must verify that the product to be delivered is the same as the product contained in the tank.
5. The qualified SU employee must verify that the vendor's representative is qualified, knowledgeable and trained in the proper operation and delivery of the fuel product.
6. The qualified SU employee must ensure that traffic in the immediate vicinity of the transfer process is effectively controlled or eliminated during the transfer process.
7. The qualified SU employee should verify that the vendor's vehicle is appropriately grounded during the transfer process.
8. The qualified SU employee must assure adequate communication with the vendor during the transfer process (i.e. 2-way radios set at a designated frequency, etc.)
9. The qualified SU employee must evaluate the transfer area to make sure that it is free of potential ignition sources and that an appropriate fire extinguisher is present.
10. Once all of the above steps are completed, the qualified SU employee should then unlock the tank's fill port.
11. The qualified SU employee must monitor the tank site during the entire fill procedure to ensure that the tank is not over filled and/or that pipes are not leaking.

Prior to Transfer

Vendor Responsibilities

1. The vendor may not hook up or transfer any petroleum product unless a qualified University representative who is trained in the proper operation and delivery of the fuel product is present during the entire transfer process.
2. The vendor may not hook up or transfer any petroleum product unless a qualified vendor representative who is trained in the proper operation and delivery of the fuel product is present during the entire transfer process.
3. The vendor's qualified representative must verify the integrity of the tank and its storage location.
4. The vendor's qualified representative must verify that the tank vent is open and unobstructed and that the tank's fill port catch basin is free of liquid and debris.
5. The vendor's qualified representative must determine available fill capacity of the tank and then verify it with the SU employee.
6. The vendor's qualified representative must verify with the SU employee that the product to be delivered is the same as what is presently in the tank.
7. The vendor's qualified representative must appropriately ground the vehicle. It is the policy of Syracuse University that vehicles must be grounded at all times during the transfer of petroleum products.
8. The vendor's qualified representative must set the vehicle's parking brake and wheel chocks prior to initiating the transfer process.
9. The vendor's qualified representative must evaluate the transfer area to make sure that it is free of potential ignition sources and that an appropriate fire extinguisher is present.
10. The vendor's qualified representative must inspect their vehicle and all equipment to be used during the transfer procedure (i.e. vehicle drain, outlet connections, transfer hose, equipment, etc.) to assure that they are functioning properly.

Note: All liquid transfer equipment (hoses and piping) must contain valves which close automatically and provide a dry disconnection or other means of preventing a release of the product to the environment when transfer hoses or pipes are disconnected.

11. The vendor's qualified representative must be readily able to communicate with the SU employee during the entire fill process.
12. The vendor's qualified representative must remain within 25 feet of the fill location during the entire transfer process.
13. The vendor's qualified representative must shut down the motor of the delivery vehicle and the motors of any auxiliary or portable pumps during the making of hose connections. If the transfer process does not require the use of the motor of the delivery vehicle, then the motor must remain off throughout the entire transfer process.

Prior to Departure

Syracuse Employee Responsibilities

1. The qualified SU employee must ensure that all of the vendor's fill equipment has been removed from the fill port.
2. The qualified SU employee must inspect the fill area to ensure no residual product remains in or around the fill area. If any product is found the qualified SU employee must notify EHSS (315.443.4132) and the vendor's representative immediately.
3. The qualified SU employee must recap and lock the fill port.
4. The qualified SU employee must retrieve the drain protectors and then place back in their appropriate storage area(s)

Vendor Responsibilities

1. The vendor's qualified representative must shut down the motor of the delivery vehicle and the motors of any auxiliary or portable pumps during the breaking of hose connections.
2. The vendor's qualified representative must properly disconnect all transfer hoses and provide assurance for the capture of residual product without discharge to the environment.
3. The vendor's qualified representative must inspect the fill area to ensure no residual product remains in or around the fill area. The vendor is responsible for delivery related spill clean up.

Note: Petroleum product transfers should be made during normal SU operating hours to help ensure appropriate response in the event of a discharge/spill.

**This procedure is in accordance with NFPA 385, 2012 edition.
[Per the requirements of 6 NYCRR 613.2-2(a)(1), 613.3-2(a)(1), and 613.4-2(a)(1)]**