

Section 4.2: Correct Filling Practices



As an owner or operator, you may be responsible for any releases that occur due to spilling or overfilling during fuel delivery.



You should make sure that the amount of fuel to be delivered will fit into the available empty space in the tank.



You should make sure that the transfer operation is monitored constantly to prevent overfilling and spilling.



To help prevent spills and releases, follow the checklist below each time you have fuel delivered. The checklist describes important activities to perform before, during, and after a fuel delivery.

Suggested Correct Filling Practices Checklist	
What To Do Before Your Tanks Are Filled	<ul style="list-style-type: none"> • Determine the amount of fuel and water in the tank. • Record this amount in your logbook. • Order only the quantity of fuel that will fit into 90 percent of the tank. REMEMBER, the formula for determining the maximum amount of gasoline to order is: (Tank capacity in gallons X 90%) — gallons of liquid currently in tank = maximum amount of fuel to order Example: (10,000 gal X 0.9) — 2,000 gal = 7,000 gal maximum amount to order • Make sure fuel delivery personnel know the type of overfill device installed for each tank and what actions to perform if it activates. For example, use the sample sign in Appendix B. • Review and understand the spill response procedures. A sample emergency numbers list is included in Appendix C. • Verify that your spill bucket is empty and clean.
What To Do While Your Tanks Are Being Filled	<ul style="list-style-type: none"> • Keep fill ports locked until the fuel delivery person requests access. • Have an accurate tank capacity chart available for the fuel delivery person. • The fuel delivery person makes all hook-ups. The fuel delivery person should remain attentive and observe the entire fuel delivery, and be prepared to respond to any unusual condition, leak, or spill which may occur during delivery. • Have spill response supplies readily available for use in case a spill or overfill occurs. • Provide safety barriers around the fueling zone. • Make sure there is adequate lighting around the fueling zone.
What To Do After Your Tanks Are Filled	<ul style="list-style-type: none"> • Following complete delivery, the fuel delivery person is responsible for disconnecting all hook-ups. • Return spill response kit and safety barriers to proper storage locations. • Determine and record accurate readings for fuel and water in the tank after fuel delivery. • Verify the amount of fuel received. • Make sure fill ports are properly secured. • Make sure the spill bucket is free of fuel and clean up any small spills.