



TOWN OF WAKEFIELD

DEPARTMENT OF PUBLIC WORKS

Fuel and Oil Handling SOP

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on a variety of ways by which fuels and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as "handling." Attached is a fuel delivery form checklist.

The Town of Wakefield performs a variety of procedures and precautions in handling fuel and oil in accordance with NPDES regulations.

Procedures:

General

- Member of the Fleet's Pollution Prevention Team should be present during fuel and handling procedures.
- Sources of flame are kept away while fuel handling is being completed. This includes smoking, lighting matches, carrying any flame, or carrying a lighted cigar, pipe, or cigarette.
- The delivery vehicle's hand brake is set.
- Catch basins and drain manholes are adequately protected.
- No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
- No flammable liquid should be unloaded from any motor vehicle while the engine is operating, unless the engine of the motor vehicle is required to be used for the operation of a pump.
- Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
- The attending persons should watch for any leaks or spills:
 - Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow Spill Prevention, Control, and Countermeasure (SPCC) procedures.
 - In the event of a large spill or one that discharges to surface waters or an engineered storm drain system, the facility representative should activate the facility's Stormwater Pollution Prevention Plan (SWPPP) and report the incident as specified in the document.

Delivery by Bilk (Tanker) Truck



- The truck driver should check in with Fleet Division upon arrival.
- The Fleet representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment (PPE) are readily available and easily accessible. Follow SPCC procedures.
- The Fleet representative should check to ensure that the amount of delivery does not exceed the available capacity of the tank.
 - A level gauge can be used to verify the level in the tank.
 - If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
- The truck driver and the Fleet representative should both remain with the vehicle during the delivery process.
- The truck driver and the Fleet representative should inspect all visible lines, connections, and valves for leaks.
- When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
- The Fleet representative should inspect the fuel tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned and disposed of properly.
- The Fleet representative should gauge tank levels to ensure that the proper amount of fuel is delivered, and collect a receipt from the truck driver.

Delivery of Drummed Materials (e.g. motor oil, hydraulic fluid, or transmission fluid)

- The truck driver should check in with the Fleet Division upon arrival.
- The Fleet representative should ensure that the appropriate spill cleanup and response equipment and PPE are readily available and easily accessible. Follow SPCC procedures.
- The Fleet representative should closely examine the shipment for damaged drums.
 - If damaged drums are found, they should be closely inspected for leaks or punctures.
 - Breached drums should be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
 - Drums should be disposed of in accordance with all applicable regulations.
- Drummed materials should not be unloaded outdoors during wet weather events, if avoidable.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- Drums should be handled and unloaded carefully to prevent damage.
- Upon completion of unloading, the Fleet representative should inspect the unloading point and the drums to verify that no leaks have occurred, that any leaked or spilled material has been cleaned up and disposed of properly, and that the unloaded drums are not leaking.
- The Fleet representative should check to ensure that the proper amount of fuel or other material is delivered, and collect a receipt from the truck driver.

Removal of Waste Oil from the Facility

- The disposal truck driver should check in with the Fleet Division upon arrival.
- The Fleet representative should ensure that the appropriate spill cleanup and response equipment and PPE are readily available and easily accessible. Follow SPCC procedures. The truck driver and the Fleet representative should both remain with the vehicle during the tank draining process.
- When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The Fleet representative should inspect the loading point and the tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned up and disposed of properly.
- The Fleet representative should collect a receipt from the truck driver.
- When draining bulk oil tanks:
 - The Fleet representative should verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
 - The disposal hauler vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.

Employee Training

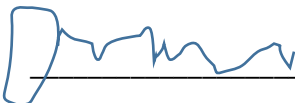
- Employees who handle or deliver fuel and/or oil are trained annually on proper procedures.
- Employees are trained annually on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Revising the SOP

- These procedures are reviewed annually and updated as needed.

Effective

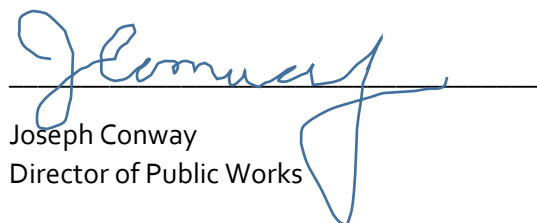
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