

FUEL TRANSFER PROCEDURE CHECKLIST

Southwest Region School District

The barge operator is responsible for the fuel transfer operation. The following steps should be followed, as applicable, to safeguard the interest of the village and school.

- _____ 1. Upon notification of the arrival of the barge, the designated SRS representative should meet the barge operator and discuss his role in monitoring the fuel transfer process.
- _____ 2. The SRS representative should insure that the pump meter ticket is blank prior to it being stamped at the start of the pumping transfer operations.
- _____ 3. The SRS representative should walk the length of the pipeline from the bulk storage tanks to insure that there are no breaks or possible breaks. The Dillingham office should be notified immediately and pumping delayed if a break is found.
- _____ 4. Drain off all condensation(water) in bulk tank, day tanks and drums.
- _____ 5. When the barge pump has been connected to the bulk storage tank pipeline, all valves connecting the first bulk tank to be filled and barge should be opened.
- _____ 6. During the transfer of fuel operation, the SRS representative should walk the pipeline to insure that no leaks have occurred.
- _____ 7. The SRS representative should fill all school day tanks so that as much fuel as possible can be taken on from the barge.
- _____ 8. The SRS representative should regularly check the fuel level in the bulk storage tank being filled and station himself on the top of the storage tank when the level has reached 3/4 full.
- _____ 9. When the first bulk tank is almost filled, the SRS representative shall open the valve to the next bulk tank and close the valve to the filled bulk tank.

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- _____ 10. When the final bulk storage tank is 3/4 full, the SRS representative shall let the barge operator know to prepare to stopping the pump. When the last bulk tank is one foot from the top, the SRS representative shall signal the barge operator to stop pumping.
- _____ 11. All valves to the bulk storage tanks should be closed and all the valves on the pipeline should be closed.
- _____ 12. Insure that the barge operator securely caps off the pipeline.

Sign and keep one copy of the meter ticket and mail to:

**Southwest Region School District
c/o Maintenance Department
P.O. Box 90
Dillingham, Alaska 99576**

Attach a copy of the SRS fuel inventory form

Signature of Site Administrator

Date