

# MCB Camp Pendleton Environmental Standard Operating Procedure



2 March 2022

## Fuel Transfer Procedures for Tanker Trucks

Transfer operations from tanker trucks into aboveground and underground storage tanks (AST/USTs) have the greatest potential to spill petroleum, oil, and lubricants (POLs) at Marine Corps Base (MCB) Camp Pendleton. Proper operating techniques minimize the risk of potential spills. All tanker truck drivers are required to comply with United States Department of Transportation (DOT) regulations. Drivers dispensing POLs into AST/USTs are required to check in with the AST/UST operator prior to transfer of fuel, and the AST/UST operator is required to monitor all bulk deliveries to the AST/UST.

The following requirements must be followed during POL transfer operations:

- Smoking is prohibited;
- The tanker truck engine is kept off unless the engine is used to operate a transfer pump;
- The tanker truck parking brake is set;
- The truck wheels are chocked;
- Warning signs or cones are posted;
- The tanker truck operator must attend the tanker truck at all times during transfer operation;
- The tanker truck must be grounded at all times during the transfer operation;
- The AST/UST receiving the POL must be manually gauged to confirm that adequate capacity is available prior to starting the transfer operation;
- During transfer operations, all exterior hose and piping components must be inspected to confirm that no leaks are present. If necessary, spill pans should be placed under each hose fitting connection;
- The AST/UST operator, Environmental Compliance Coordinator, or designated facility personnel must continually monitor the fluid level on the tank's gauge to confirm proper loading and to prevent overfilling of the AST/UST;
- Following termination of flow, the transfer hose must be drained of all fluids into the AST/UST that is being filled to the maximum extent possible;
- Once the transfer is complete, the transfer hose fitting must be removed from the AST/UST fill port connection and the fill pipe connection to the AST/UST must be closed and secured with a cap;

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- The area must be inspected for any leaks. Small leaks or spills from the transfer operation must be cleaned promptly with the appropriate absorbent materials;
- The tanker truck operator must provide a record that includes the date, time, and type and amount of material delivered;
- Prior to departure, the lower-most drain, and all outlets on the tanker truck must be inspected to ensure that they are tightened, adjusted, and secured to prevent any liquid discharge while in transit; and
- The tanker truck operator will have a spill kit available on the vehicle to respond to small incidental spills generated during transfer operations. In addition, the tanker truck operator must have spill response supplies of sufficient quantity to respond to an oil or fuel release up to 25 gallons during the transfer operation.

In the event of a fuel spill or release, follow the procedures in the Oil and Hazardous Substance Spill Response Environmental Standard Operating Procedure (ESOP).

The transfer procedures will be periodically reviewed and updated by Environmental Security Department and facility personnel, as needed, to reflect best management practices, equipment changes, or other aspects that may contribute to spill prevention.

For questions, contact the Environmental Security Department Spill Prevention and Planning Section at (760) 542-5758 or (760) 390-1178.

## References

- (a) MCO 5090.2 (Environmental Compliance and Protection Program)
- (b) MCIWEST-MCB CAMPENO 5090.5 (Environmental Training)
- (c) MCIWEST-MCB CAMPENO 5090.7A (Hazardous Waste Management)
- (d) Code of Federal Regulations Title 49, Part 177
- (e) MCB Camp Pendleton Spill Prevention, Control, and Countermeasure (SPCC) Plan

## Use and Version Control

MCB Camp Pendleton uses Environmental Standard Operating Procedures (ESOPs) to augment instructions contained in official orders and directives, and where necessary, to provide for sufficient control of the installation's significant practices. MCB Camp Pendleton maintains the authoritative, current version of this and other ESOPs on the MCB Camp Pendleton website at: <https://www.pendleton.marines.mil/Main-Menu/Staff-Agencies/Environmental-Security/Compliance-Requirements/Environmental-Standard-Operating-Procedures/>