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Fuel Delivery Procedure

Revision Log

Version	Date	Document Revisions	Author
1	11/04/2018	New Document	Gareth Pettigrew
2	09/01/2020	Reviewed and Updated	Ping Lee
3	20.07.21	Modify the fuel unloading procedure to require that drains in the vicinity are protected using spill control equipment before fuel is unloaded (e.g. through the use of drain protectors). Addition of point 4.0. Legal Audit Rambol – May 2021	Caitriona Donagh

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1. PURPOSE

This procedure outlines the controls to be put in place for generator fuel deliveries.

2. SCOPE

The scope for this procedure includes the four Dublin data centers DB1, DB2, DB3, DB4.

3. PROCEDURE

The following procedure and controls must be followed for the delivery of fuel to site:

1. Determine the fuel level in the tank and calculate the volume required to be delivered prior to dispensing the fuel.
2. Prior to initiating fuel transfer, the fuel vendor will confirm that sufficient space is available in the receiving storage tank to receive the required amount. Document the tank measurements.
3. The tank truck unloading will be done during daylight hours except under emergency conditions and will be scheduled in advance whenever possible.
4. All drains in the vicinity of the refuel area must be protected with drain covers prior to beginning the fuel refill.
5. The tank truck must be operated by a trained fuel transfer operator (the driver), who will ensure that locked valves and fill caps are unlocked. The Equinix Representative receiving the delivery will ensure that spill response materials (absorbent pads, booms and absorbent material) are in adequate supply at time of delivery.
6. Tank trailer brakes shall be set, the wheels shall be chocked, and the driver shall remain with the vehicle during the entire unloading period. Ensure proper methods are used for hose connection, tank filling, and hose disconnection and precautions are taken to avoid unnecessary dripping and/or releases from hoses and connection equipment. Ensure that the storage tank is vented prior to connecting unloading line.
7. Prior to filling (and again prior to departure of tank truck), the lowermost drain and all outlets of the vehicle must be examined for leakage and if necessary tightened, adjusted or replaced to prevent leakage while off-loading (or while in transit).
8. Ensure all hoses are connected tightly and that a collection bucket is placed under the trailer-unloading valve. A collection bucket, or drip tray, must also be placed under the main fill point connection.
9. Once unloading has ceased, the hoses will be disconnected such that any material in the lines will gravity drain into the tank or be pumped into the tank. Any small dripping material shall be contained and removed.
10. The fuel transfer operator shall visually inspect the area for any releases and take any necessary action
11. If any spill occurs during the filling process, fuel flow must be stopped immediately, and spill-reporting procedures initiated.

4. SPILL RESPONSE

1. In most cases, releases occur during fuel delivery when the driver has access to a spill response kit. However, in case the driver does not have the appropriate response equipment, the site has a spill kit located at the diesel generator(s).
2. In addition, if a spill occurs from the diesel generator, the site is capable of controlling a small to moderate spill and cleaning up a small spill with the onsite spill kit.
3. Usage of the spill kit or any of its components is to be reported to the local TFM site Rep so that replacements may be purchased.
4. An approved and licensed contractor has been identified to remove any contaminated spill materials following clean up.

5. LARGE SPILLAGE

1. In the event of a spillage occurring that is beyond the control of the site, the appropriate authorities will be contacted and the site will endeavour to control the spill as much as possible and attempt to divert it away from local storm water drains etc.
2. Contact the Facilities Manager and inform them of the situation. If you cannot reach them, contact Security.
3. The Facilities Manager or another member of management will be responsible for contacting the emergency services and coordinating the onsite activities until the arrival of the emergency services.
4. To contact the emergency services dial **112** or **999** and ask for the Fire Service, and inform them of the:
 - type of spillage (e.g. diesel fuel)
 - the estimated quantity
 - your location
 - control measures taken
5. Follow any instructions given and secure and cordon off the spillage area against pedestrian and vehicular access in so far as possible.

6. SPILL KIT INSPECTION

Spill kits will be checked twice yearly to ensure that the kit has not been depleted of its materials. Any depletions will be replaced as soon as possible.