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Environmental Procedure Diesel Refuelling Process SOP

Overview

Use this procedure to monitor and supervise the delivery and pumping of diesel fuel at DUB data centers.

Important: Do not perform this procedure if you are not qualified.

O The <u>Two-Person Verification Rule (TPVR)</u> must be followed for this procedure. Do not perform this procedure unless you have the assistance of a second qualified person.

Before starting this procedure, note the following guidelines:

- Always work safely and prioritize safety over performance and speed.
- Always follow all applicable Environmental documentation.
- Provide security with the names of vendors and support services that will be on site to assist with this procedure.
 - In an emergency, escalate according to the emergency plan to engage the right personnel. If you don't know
 the escalation path call the Facility Operations Center (FOC) at for guidance.

Safety Requirements

Follow the Change Management Safety Briefing procedure to identify and mitigate safety hazards.

• For assistance understanding the safety requirements for this procedure, contact your regional safety engineer at because of the safety of the safety Documentation.

Important Indicators

The following indicators identify critical steps in this SOP.

Indica	ators		an an San San San San San San San San Sa				
	Critical switching step	OPEN	Open position	\triangle	Safety alert	O	Stop, validate/verify, go/no go
Δ	Change of state	CLOSED	Closed position	()	Important note	5	Rollback here, if necessary

Vendor Information

Company Name	Service Contact Information 24/7
Fluery Engineering	
Valero Ireland	Resident states Researching and the Add Dell Add Della marking in such as a second by the second second
Jones Oil	

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Employee Information

Group	Name, Title	Alias/Email & Mobile	Role	Initials
Internal (blue badge)				
DCEO	DCEO	N/A	DCEO Team	DCEO
External (Vendor)				
Controls – Fleury Engineering		Email:	External Service Vendor	N/A
Approved Fuel Vendor – Jones Oil		Email:	External Service Vendor	N/A
Approved Fuel Vendor – Valero Ireland		Email:	External Service Vendor	N/A
Escalation Contacts				
EHS		(Managementer sound)	Safety Advisor	
EHS			Environmental Advisor	
Spill Response and Cleanup	Facility Manager	(Azardan Azarda)	DCEO Chief Engineer	
DCEO	DCEO Campus Manager		Large Incident Controller	

Expected Alarms

The following is a list of alarms expected to occur during this procedure.

- Building Management System (BMS): Storage Tank High Level Alarm
- BMS: Sump PIT Oil Contamination Alarm (potential alarm, if diesel released to bund during refueling)



Affected Equipment

List of equipment that is worked on, shut off, or locked out during this procedure.

Equipment Name	Rating/Capacity	

Required PPE, Tools, an	d Materials
Belly Tanks	7 x 2200L
Main Fuel Tanks	3 x 50,000L

Personal Protective Equipment (PPE), tools, and materials needed to complete this procedure.

PPE/Tools/Materials	Reason needed
High-visibility Vest	To provide high visibility of personnel in roadways.
Spill Kit	To prevent or contain diesel spills.
Refueling SOP (this SOP)	To communicate all operations, safety, and environmental controls required and available.



Sectio	on 1: Perfo	orm Pre-Work	and Mitigation Steps	Completed by AWS & Vendor
Step	Location	Equipment	Action/Task	Initials
1.1.	Office	N/A	Print off SOP and ensure corresponding ADR Checklist is attached	
1.2.	Office	N/A	DCEO monitors BMS and prepares weekly metrics prior to placing order. This confirm diesel refuelling requirements and available capacity in Fuel Tank,	
1.3.	Office	N/A	Ensure that the FM or Chief Engineer (CE) is aware of the work being done before proceeding.	
1.4.	Office	N/A	Prior to the arrival of the fuel delivery contractor, notify security personal.	
1.5.	Office	N/A	Open the associated MCM and get disregard in place for required BMS operational tests.	
1.6.	Office	BMS	Check BMS to ensure that there is sufficient capacity in the tanks: Fuel level% Litres	
1.7.	Office	BMS	Check that the fuel tank's high-level alarm and control valves are functioning correctly by reducing the tank's full set point below the current level of diesel on the BMS.	
			Open Diesel Tank farm Paramerers And change High level set point from 95% down to 90% to check operation of Valves from open to closed. (See highlighted diagram valves will close when set point changed.)	
1.9.	Office	BMS	O Revert changes back once operation of valves has been verified.	

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1.10.	Office	BMS	Change value for tanks high level to verify high level alarm. See below change highlighted figure in table below the current level of tank to receive alarm. Diesel Fuel Storage Tanko	
1.11.	Office	BMS	Once alarms have been received, revert changes back to normal operation.	
1.12.	Office	N/A	If tests are being performed before the fuel delivery revert MCM to scheduled until arrival of vendor and remove disregards.	
1.13.	Office	N/A	Ensure that the fuel vendor has obtained a permit prior to refueling commencing.	
1.14.	Office	N/A	O Perform a weather check. Assess whether it is suitable to start activity under current weather conditions.	
1.15.	Site Entrance	N/A	Direct the fuel vendor to enter the site through the correct access gate and proceed to office to obtain permit and place MCM in progress with associated disregards.	
1.16.	Site Entrance	N/A	O Confirm the delivery driver holds an ADR certificate.	
1.17.	At fuel reloading bay	N/A	ODCEO to escort the fuel delivery vendor at all times during refueling.	
1.18.	At fuel reloading	Spill Kit	Ensure spill kits are fully stocked, including drain plugs and a high visibility vest, and located adjacent to refueling areas.	
1.19. 1.20.	bay		Prior to fueling, cover nearby storm drains, and ensure pink mats are placed under all fuel delivery pipe joints. Ensure that DCEO wears a high visibility vest during vehicle movements.	
1.21.	At fuel reloading bay	Diesel Refill Cabinets	Inspect the diesel Refueling Tank controls. Take a note of the fuel level on the fuel control panel. Fuel Level % Litres	
1.22.	At fuel reloading bay	Diesel delivery truck	O Check that diesel delivery equipment, pumps, etc., are in good working order.	



Procedure

Sectio	on 2: Refu	eling Sequence		Completed by AWS & Vendor
Step	Location	Equipment	Action/Task	Initials
2.1.	At fuel reloading bay	РРЕ	Wear proper personal protective equipment (PPE)—high visibility vest, safety boots, safety glasses, and safety gloves.	
2.2.	At fuel reloading bay	Diesel Refill Cabinets	Check that a drip tray is in position beneath the fuel hose connection.	
2.3.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor unlocks the refueling enclosure. (Keys stored in DCEO office)	
2.4.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor removes the cam lock cap that covers the fuel line.	
2.5.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor connects the hose to the fuel line-keep the valve closed.	
2.6.	At fuel reloading bay	Diesel Refill Cabinets	DCEO confirms with the fuel deliver vendor: 1. Fuel Level: Litres 2. Expected Fuel Delivery: Litres 3. When to open the valve in the fuel enclosure	
2.7.	At fuel reloading bay	Diesel Refill Cabinets	Unlock and open valve M002 located directly behind the diesel refill cabinet	
2.8.	At fuel reloading bay	Diesel Refill Cabinets	OPEN $\Delta_{\text{Fuel delivery vendor opens the value in the enclosure and commences refueling.}$	
2.9.	At fuel reloading bay	N/A	DCEO continuously visually inspects the fuel tanks and floor/base of the bunds during refuelling for diesel leaks or spills. If a leak or spill is observed, stop work immediately.	
2.10.	At fuel reloading bay	N/A	If there is a spill or leak, DCEO assesses the leak or spill source prior to deciding whether to continue refueling or stop work completely.	
2.11.	Office	BMS	DCEO continuously monitors the BMS during refuelling to ensure tanks do not overfill (>80% of volume capacity). If overfill occurs, stop work immediately.	
2.12.	Office	BMS	If a high level alarm is triggered, DCEO will stop work immediately and assess the reason for alarm prior to deciding to continue refueling.	
Summ	ary: Refuelin	ng sequence is o	complete	

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Environmental Procedure

Procedure

Sectio	n 3: Post C	Checks		Completed by AWS & Vendor
Step	Location	Equipment	Action/Task	Initials
3.1.	At fuel reloading bay	Diesel Refill Cabinets	O DCEO confirms with the fuel delivery vendor that the onboard fuel transfer pump has stopped pumping.	
3.2.	At fuel reloading bay	Diesel Refill Cabinets	CLOSED Δ Fuel delivery vendor closes the valve in the enclosure.	
3.3.	At fuel reloading bay	Diesel Refill Cabinets	DCEO tells the fuel delivery vendor to carefully remove the remaining fuel in the line and disconnect the hose.	
3.4.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor replaces the cam lock cap over the fuel line opening.	
3.5.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor closes and locks the enclosure door.	
3.6.	At fuel reloading bay	N/A	DCEO to walk around the truck and refueling area, inspect the drains, the area around the tanker, and outlets of the fuel tankers prior to departure to check for fuel leakage and spills.	
3.7.	Outside	N/A	Solution If a spill occurs, refer to the DUB Spill Prevention and Response SOP.	
3.8.	Outside	N/A	Remove any deployed storm drain covers, and pink mats.	
3.9.	Outside	Diesel Refill Cabinets	Ensure that all refueling control points are locked after refueling is complete.	



Validation Steps

Sectio	Section 4: Fuel Level and Fuel Spill Prevention Checks				
Step	Location	Equipment	Action/Task	Initials	
4.1.	Outside	N/A	Ask the fuel delivery vendor to move fuel delivery vehicle forward in order to verify no fuel leaks visible under the vehicle.		
4.2.	Outside	Surroundin g areas	Inspect the surrounding areas and verify no signs of any spills.		
4.3.	Outside	Diesel Refill Cabinets	Inspect the diesel Refill Cabinets. Take a note of the fuel level. Fuel Level%Litres		
4.4.	Outside Office	N/A	Escort the fuel delivery vendor off the premises, ensuring to keep a safe distance from all moving vehicles.		
4.5.	Office	N/A	Inform the FM or CE of the completed work.		
4.6.	Office	Documents	Ensure fuel delivery documentation (including quantities) are provided by the fuel delivery vendor. DCEO files hardcopy in folder.		
4.7.	Office	Desktop Computer	Send this completed SOP checklist to the Chief Engineer.		
4.8.	Office	Desktop Computer	O Close MCM/Permit and apply regard notice for associated alarms.		
Summ	nary: Fuel le	vel and fuel spi	ll prevention checks are complete		

Rollback Steps

Section 5: Diesel Spill Response			Completed by AWS	
Step	Location	Equipment	Action/Task	Initials
5.1.	Outside Office	Various Locations	In the event of a fuel spill during any step of a refueling process, refer to the <u>DUB Spill Prevention and Response SOP</u> for guidance, and contact the Regional Environmental Engineer	
5.2.	Office	N/A	In the event of a fuel spill during any step of a refueling process, keep an accurate log of actions taken, and complete an Internal Spill Report through the following trouble ticket:	
Summ	arv: DUB F	mergency Spi	Il Prevention and Response Plan is in action	

Technical and Related Documentation

Title	Issue/Revision		
EMER.DUB.SpillPrevention and Response.SOP.DCEO			
Environmental Spill Trouble Ticket Quick link			

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Comments

Following the procedure, use this section to identify any issues or additional information for future use.

Document Information

Version	Date	Author(s)	Approved by	Approved by
1.1			Facility Manager:	Chief Engineer:



ADR Checklist

Num		Yes	No
1	Level of English is adequate		
2	That the driver has a valid ADR Card		
3	The driver is familiar and trained with loading and unloading processes		
4	That the traffic management arrangements have been communicated to		
4	and understood, including pedestrian interfaces		
5	That the driver is informed verbally of the local site hazards		
6	That a DSG note is provided		
7	Transport documents to be provided		
	If there are any issues, STOP & Escalate Immediately		

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