



# Standard Operating Procedure

## ████████ Diesel Refuelling Process SOP

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### 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.
- The [Two-Person Verification Rule \(TPVR\)](#) 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 ██████████ and the site facility manager (FM) 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 ██████████ or see [DCGS Safety Documentation](#).

### Important Indicators

The following indicators identify critical steps in this SOP.

Indicators							
	Critical switching step		Open position		Safety alert		Stop, validate/verify, go/no go
	Change of state		Closed position		Important note		Rollback here, if necessary

### Vendor Information

Company Name	Service Contact Information 24/7
████████	████████
████████	████████
████████	████████



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#### Employee Information

Group	Name, Title	Alias/Email & Mobile	Role	Initials
<i>Internal (blue badge)</i>				
DCEO	DCEO	N/A	DCEO Team	DCEO
<i>External (Vendor)</i>				
████████ ████████ ████████	████████	████████ ████████ ████████	████████ ████████	██
████████ ████████ ████████	████████	████████ ████████ ████████	████████ ████████	██
████████ ████████ ████████	████████	████████ ████████ ████████	External Service Vendor	N/A
<i>Escalation Contacts</i>				
EHS	████████ Regional Safety Manager	████████	Safety Advisor	██
EHS	████████ Regional Environmental Engineer	████████	Environmental Advisor	██
Spill Response and Cleanup	Chief Engineer	████████	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)



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#### Affected Equipment

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

Equipment Name	Rating/Capacity
Main Fuel Tanks	3x 75,000L 2x 115,000L

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#### Required PPE, Tools, and Materials

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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.



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1.9.	Office	BMS	<p> 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.</p> <div data-bbox="738 310 1086 684" style="border: 1px solid black; padding: 5px; background-color: #008080; color: white; text-align: center;"> <p>Alarm SP &amp; Delays</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Tank Level Alarms</th> </tr> </thead> <tbody> <tr><td>Tanks Hi Level</td><td style="background-color: yellow;">5.5</td></tr> <tr><td>Tanks Lo Level</td><td>1.5</td></tr> <tr><td>Tanks Alarm Delay</td><td>30.0</td></tr> <tr><td>Tanks High Level Setpoint</td><td>85.0 %</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Diesel Polisher Fuel Filter Alarms</th> </tr> </thead> <tbody> <tr><td>Fuel Filter Hi Level</td><td>2.8 bar</td></tr> <tr><td>Fuel Filter Lo Level</td><td>-0.5 bar</td></tr> <tr><td>Fuel Filter Alarm Delay</td><td>60.0</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Delivery Pipe Pressure Alarms</th> </tr> </thead> <tbody> <tr><td>Pressure Hi Level</td><td>6.0 bar</td></tr> <tr><td>Pressure Lo Level</td><td>-0.5 bar</td></tr> <tr><td>Pressure Alarm Delay</td><td>300.0</td></tr> </tbody> </table> </div> <div data-bbox="532 716 1292 890" style="text-align: center;"> </div>	Tank Level Alarms		Tanks Hi Level	5.5	Tanks Lo Level	1.5	Tanks Alarm Delay	30.0	Tanks High Level Setpoint	85.0 %	Diesel Polisher Fuel Filter Alarms		Fuel Filter Hi Level	2.8 bar	Fuel Filter Lo Level	-0.5 bar	Fuel Filter Alarm Delay	60.0	Delivery Pipe Pressure Alarms		Pressure Hi Level	6.0 bar	Pressure Lo Level	-0.5 bar	Pressure Alarm Delay	300.0	
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1.10.	Office	BMS	<p> Once alarms have been received, revert changes back to normal operation.</p>																											
1.11.	Office	N/A	<p> If tests are being performed before the fuel delivery revert MCM/SIM to scheduled until arrival of vendor and remove disregards.</p>																											
1.12.	Office	N/A	<p> Ensure that the fuel vendor has obtained a permit prior to refueling commencing.</p>																											
1.13.	Office	N/A	<p> Perform a weather check. Assess whether it is suitable to start activity under current weather conditions.</p>																											
1.14.	Site Entrance	N/A	<p> Direct the fuel vendor to enter the site through the correct access gate and proceed to office to obtain permit and place MCM/ISM in progress with associated disregards.</p>																											
1.15.	Site Entrance	N/A	<p> Confirm the delivery driver holds an ADR certificate.</p>																											
1.16.	At fuel reloading bay	N/A	<p> DCEO to escort the fuel delivery vendor at all times during refueling.</p>																											
1.17.	At fuel reloading bay	Spill Kit	<p> Ensure spill kits are fully stocked, including drain plugs and a high visibility vest, and located adjacent to refueling areas.</p>																											
1.18.			<p>Prior to fueling, cover nearby storm drains, and ensure pink mats are placed under all fuel delivery pipe joints.</p>																											
1.19.			<p>Ensure that DCEO wears a high visibility vest during vehicle movements.</p>																											
1.20.	At fuel reloading bay	Diesel Refill Cabinets	<p> Inspect the diesel Refueling Tank controls. Take a note of the fuel level on the fuel control panel. Fuel Level _____ % _____ Litres</p>																											
1.21.	At fuel reloading bay	Diesel delivery truck	<p> Check that diesel delivery equipment, pumps, etc., are in good working order.</p>																											
<p><b>Summary: Pre-work and mitigation steps are complete</b></p>																														

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#### Procedure

Section 2: Refueling Sequence				Completed by AWS & Vendor
Step	Location	Equipment	Action/Task	Initials
2.1.	At fuel reloading bay	PPE	 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 IV034 located directly behind the diesel refill cabinet.	
2.8.	At fuel reloading bay	Diesel Refill Cabinets	  Fuel delivery vendor opens the valve 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 (>90% 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.	
<b>Summary: Refueling sequence is complete</b>				



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Section 3: Post Checks				Completed by AWS & Vendor
Step	Location	Equipment	Action/Task	Initials
3.1.	At fuel reloading bay	Diesel Refill Cabinets	 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	  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	 If a spill occurs, refer to the <i>DUB Spill Prevention and Response SOP</i> .	
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.	
<b>Summary: Fuel delivery and post checks are complete</b>				











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#### Validation Steps

Section 4: Fuel Level and Fuel Spill Prevention Checks				Completed by AWS & Vendor
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	Surrounding 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	 Close MCM/SIM/Permit and apply regard notice for associated alarms.	
Summary: Fuel level and fuel spill 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: <a href="https://tt.amazon.com/quicklink/Q000651615">https://tt.amazon.com/quicklink/Q000651615</a>	
Summary: DUB Emergency Spill Prevention and Response Plan is in action				

#### Technical and Related Documentation

Title	Issue/Revision
EMER.DUB.SpillPrevention and Response.SOP.DCEO	<a href="https://policy.amazon.com/procedure/31607">https://policy.amazon.com/procedure/31607</a>
Environmental Spill Trouble Ticket Quick link	<a href="https://tt.amazon.com/quicklink/Q000651615">https://tt.amazon.com/quicklink/Q000651615</a>



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#### Comments

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

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#### Document Information

Version	Date	Author(s)	Approved by	Approved by
█	██████	██████████	██████	██████████
█	██████	██████	██████	██████████
█	██████	██████████	██████	██████