


Standard Operating Procedure (SOP)

████████ Fuel Intake at Main Storage Tank

Use this procedure in DUB62 to fill the bulk storage tank with fuel from a delivery truck.









Follow these basic EOP guidelines:

- Always work safely, wear the right PPE, and prioritize safety over performance and speed.
- Alert onsite security when responding to an emergency.
- Follow the correct escalation path to ensure the right personnel are notified at the right time. If you don't know the correct escalation path for this emergency, contact the Facility Operations Center (FOC) ██████████ and the site's facility manager (FM) for guidance.

 **Important:** If a second person is immediately available, follow the [Two-Person Verification Rule \(TPVR\)](#).





Important Indicators and Acronyms





The following indicators identify critical steps in this EOP:



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


For acronyms and abbreviations that aren't defined in this procedure, refer to the [DCEO Terms and Acronyms List](#).


Emergency Procedure

Section 1: Bulk storage delivery				
Step	Location	Equipment	Action/Task	Initials
1.1.	Site	PPE	 Wear proper Personal protective Equipment (PPE) high vis-vest, safety boots, safety gloves and safety glasses.	
1.2.	Site Entrance	N/A	 Confirm the delivery driver holds a valid ADR Certificate	
1.3.	Bulk Fuel Intake	N/A	DCEO to escort the fuel delivery vendor at all times while on site and during delivery.	
1.4.	Bulk Fuel Intake	N/A	Ensure spill kits are fully stocked, including drain plugs are located adjacent to refuelling areas.	
1.5.	Bulk Fuel Intake	N/A	Prior to refueling, cover nearby storm drains and ensure mats are placed under all fuel delivery pipe joints.	
1.6.	Bulk Fuel Intake	Fuel Fill Panel	 Confirm HMI on Fuel Fill Panel is alarm free.	
1.7.	Bulk Fuel Intake	Fuel Fill Panel	Confirm the fuel catcher fill pot is not full.  If the catcher pot is full, drain it and cut a TT to environmental and engage the waste disposal contractor.	
1.8.	Bulk Fuel Intake	Fuel Fill Panel	Record the fuel level and tank level from the HMI Fuel Level % _____ liters _____	
1.9.	Bulk Fuel Intake	Fuel Fill Panel	Confirm the fuel delivery counter is set to Zero	
1.10.	Bulk Fuel Intake	Fuel Fill Panel	Confirm with delivery driver the quantity of fuel to be delivered Expected fuel delivery _____ Lts	
1.11.	Bulk Fuel Intake	Fuel Fill Panel	Delivery driver to attach the fuel hose to the fuel intake valve.	

Section 1: Bulk storage delivery				
Step	Location	Equipment	Action/Task	Initials
1.12.	Bulk Fuel Intake	Fuel Fill Panel	Remove the lock and Open the Fuel Intake valve.	
1.13.	Bulk Fuel Intake	Fuel Fill Panel	Confirm with delivery driver and begin pumping fuel.	
1.14.	Bulk Fuel Intake	Fuel Fill Panel	Monitor fuel intake on HMI.	
1.15.	Bulk Fuel Intake	Fuel Fill Panel	Confirm no fuel is leaking.  If any leaks are detected, instruct driver to stop the delivery and engage the environmental team.	
1.16.	Bulk Fuel Intake	Fuel Fill Panel	When fuel level in tank reaches 85% stop the delivery of fuel.  If the fuel level reaches 90% the fuel intake valve will close and there will be excess fuel in the hose which cannot be pumped into the tank.	
1.17.	Bulk Fuel Intake	Fuel Fill Panel	Record the quantity of fuel delivered, the total fuel in the bulk storage tank and the percentage of the tank. Fuel delivered _____ liters Total fuel in storage tank _____ liters Percentage of fuel in tank _____ %	
1.18.	Bulk Fuel Intake	Fuel Fill Panel	Close the fuel intake valve.	
1.19.	Bulk Fuel Intake	Fuel Fill Panel	Delivery driver to carefully remove hose.  Some diesel will spill into the drip tray under the fuel intake valve.	
1.20.	Bulk Fuel Intake	Fuel Fill Panel	Open the valve on the drip tray to send the excess diesel to the fuel catcher pot.	
1.21.	Bulk Fuel Intake	Fuel Fill Panel	Confirm the fuel fill pot is not full.  If the catcher pot is full, drain it and cut a TT to environmental and engage the waste disposal contractor.	
Stage Summary: Bulk storage fuel tank has been filled to 85%.				

Section 2: Post-delivery checks				
Step	Location	Equipment	Action/Task	Initials
2.1.	Bulk Fuel Intake	N/A	 Confirm with the delivery driver that the onboard fuel transfer pump has stopped pumping.	
2.2.	Bulk Fuel Intake	Fuel Fill Panel	Fuel delivery vendor closes the value in the enclosure.	
2.3.	Bulk Fuel Intake	Fuel Fill Panel	Fuel delivery vendor to carefully remove the remaining fuel in the line and disconnect the hose.	
2.4.	Bulk Fuel Intake	Fuel Fill Panel	Fuel delivery vendor replaces the cam lock cap over the fuel line valve.	
2.5.	Bulk Fuel Intake	Fuel Fill Panel	 DCEO to walk around the truck and refueling area, inspecting the drains, the areas around the truck and outlets of the fuel tanker prior to departure to check for fuel leakages and spills.	
2.6.	Bulk Fuel Intake	Fuel Fill Panel	If a spill does occur refer to the DUB Spill Prevention and Response SOP	

Section 2: Post-delivery checks				
Step	Location	Equipment	Action/Task	Initials
			 Cut a TT to environmental and engage the waste disposal contractor.	
2.7.	Bulk Fuel Intake	Fuel Fill Panel	Remove any deployed storm drain covers and saok mats.	
2.8.	Bulk Fuel Intake	Fuel Fill Panel	Confirm all refueling control points are locked after refueling is completed.	
2.9.	Bulk Fuel Intake	Fuel Fill Panel	Confirm with delivery driver the quantity of fuel to be delivered Expected fuel delivery _____ Lts	
Stage Summary: Bulk storage fuel tank has been filled to 85%.				

Section 3: Post delivery checks				
Step	Location	Equipment	Action/Task	Initials
3.1.	Bulk Fuel Intake	N/A	 In the event of a fuel spill during any step of the refueling proces, refer to the DUB Spill prevention and Response SOP for guidance and contact the Regional Environmental Engineer [REDACTED] (61697)	
3.2.	Bulk Fuel Intake	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 link. Environmental SIM	
Stage Summary: Dub Emergency Spill Prevention and response Plan is in Action				

Document Information

Version	Date	Author(s)	Approved by	Approved by
1.0		Alan Campbell		