

		<b>WEST COAST COLLABORATIVE</b> Public-private partnership to reduce diesel emissions
<b>Bridging the Biodiesel Gap</b>		<b>Procedure #</b>
<b>Transport loading and unloading procedure</b>		

## Transport Loading and Unloading Procedure

### INSTRUCTIONS:

1. Ensure transloading tank has been inspected for material compatibility.
2. Verify product name on tanker and obtain weights from paperwork supplied by the driver.
3. Position tanker properly and appropriate placards are present and used as necessary (get approval from supervisor).
4. Obtain sample of material and certificate of analysis. Retain sample for the lab. If COA cannot be obtained, notify QA Department or terminal Manager to obtain one. Approve or reject material according to in-house criteria.
5. Select proper hoses and pumps necessary to unload product. Ask driver for rates to use his equipment and determine the cost difference. If it is cheaper to use their equipment, do so.
6. Determine the pathway of the product to be unloaded.
7. Does tanker have filter? Are valves open?
8. Hook up equipment and tie down/off all connections and inspect vessels.
9. Perform tanker inspection using the form found in this Appendix. If the tank wagon is spotted for unloading at a later time, a tanker inspection form must accompany the tank wagon at all times for identification purposes.
10. If product is not approved, or rejected according to procedure, it must be unloaded into clean tank (as determined by management, shipping/receiving personnel or production personnel) and held pending approval.
9. Begin unloading tanker. (When using a vacuum, properly vent the tanker.) If rejecting material, notify the driver that the material is off-specification and will not be accepted. Unhook hoses and clean up.

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11. Load product into a clean tank. Label non-dedicated tanks as to contents (Name or code number, lot number, and indicate the test status of vessel).
12. Check hoses and pumps for any leaks. Make sure product is flowing properly. Monitor the pumps, hoses, and connections throughout the unloading process.
13. When product is flowing, inspect the tanker for residual product.
14. If there is product still in the tanker, elevate the tanker so the product can be extracted as completely as possible. Inspect a second time for residual product left in tanker. Repeat step if necessary to rid tanker of excess product.
15. When unloading is completed, blow out the lines and drain them into a clean bucket.
16. Empty the bucket of recovered material into its proper location.
17. Review and sign all paperwork. Detail discrepancies in paperwork and give to Purchasing/Scheduling Manager or Supervisor.
18. Wash out the hoses and pumps and return them to their proper location (as designated by Supervisor).

\*See Tank Truck and Rail Car Checklists