



Rural Alaska Fuel Service

Date: 03/29/14 Village: Hughes
Company: YKSD

Person-In-Charge Training

- Prior to receiving fuel, take a fuel inventory. You must physically measure fuel level in each tank that is to receive fuel prior to start of receiving fuel.
- Which tanks have room for additional fuel. Note which tanks have enough room to receive fuel.
- Water finding paste was used prior to taking delivery. Ensure that you use water finding paste to determine how much water is in the tanks prior to delivery. This way if there is a problem with fuel ... ~~laborers~~ are on site to receive fuel. See below for personnel positions.
- Walk the fill line to isolate your pipeline prior to delivery. Double check that all the correct valves are open and the ones not being used are closed. Ensure that if equipped with a three way valve, it is in the proper position. **DO NOT GUESS OR ASSUME!!!** Have a meeting with the fuel barge's tanker man and go over and sign the DECLARATION OF INSPECTION (DOI).
- Gate valves are closed, except for tank receiving fuel.
- N/A The person taking fuel measurements MUST have fall restraint equipment on at all times.
- N/A The operator needs to know how to correctly wear the fall restraint equipment.
- During delivery one person must be stationed on top of the tank receiving fuel. This person must be equipped with a dipstick or tape measure. A second person must stand at the valve of the receiving tank, standing by to shut the tank off when it is nearly full. A third person is stationed at the next tank to receive fuel. This person then double checks to make sure the previous tank is closed completely.
- The person on top of the tanks MUST know the maximum fill height for each tank. Their job is to periodically read the current fuel level for each tank. They proceed in the next tank as soon as the valve is closed. This person must remain at this post for the duration of the fuel delivery.
- AT THE END OF RECEIVING FUEL CLOSE ALL VALVES AND AFTER THE TANK SETTLES, TAKE A MEASUREMENT OF ALL TANKS FOR INVENTORY.**

I confirm that I have had Person-In-Charge Training by the instructor below.

Tedd Pomering
Trainee Print name

Wayne Moses
Trainer Print name

Tedd Pomering
Trainer Sign

Wayne Moses
Trainer Sign