



Rural Alaska Fuel Services

Date: 2/13/16

Village: Hughes

Company: YKSD

Person-In-Charge Training

HC Prior to receiving fuel, take fuel inventory. You must physically measure fuel level in each tank that is to receive fuel prior to start of receiving fuel. Do not trust the level gauges.

HC Which tanks have room for additional fuel. Note which tanks have enough room to receive fuel.

HC 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 water in the fuel, you will know that it did not come from you.

HC A minimum of 3 laborers are on site to receive fuel. See below for personnel positions.

HC 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 double checks to make sure the previous tank is closed completely.

HC 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. Readings will increase as the tank is nearly full. Remain at this post for the duration of the fuel delivery.

HC 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).

HC Make sure all valves are closed, except for tank receiving fuel.

HC The person taking fuel measurements MUST have fall restraint equipment on at all times.

HC Communication with the barge, by use of radio, when receiving fuel.

HC The operator needs to know how to correctly wear the fall restraints equipment.

HC AT THE END OF RECEIVING FUEL, CLOSE ALL VALVES AND AFTER THE TANK SETTLES, TAKE A MEASUREMENT OF ALL THE TANKS FOR INVENTORY.

In accordance with Coast Guard training requirements (33 CFR, Part 154.710), the following items have also been discussed:

HC The hazards of each product transferred;

HC The rules in 33 CFR Parts 154 and 156;

HC The oil barge transfer and control systems (in general);

HC Oil spill reporting procedures and facility oil spill contingency plan procedures.

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

Gordon Cleveland
Gordon D. Cleveland

Trainee Name

Trainee Name

Trainee Name

David Campbell
David Campbell

Instructor Name