

# Person-In-Charge Training & Qualification Program

1. The hazards of each product transferred;

On an annual basis, each PIC reviews the ANC Hazard Communication Program, and the MSDS's for each product handled.

2. The rules in 33 CFR, Parts 154 and 156;

Each PIC reviews the Facility Operations Manual and 33 CFR, Parts 154 and 156 at least once a year.

3. The facility operating and fuel transfer procedures;

Safe operating and transfer procedures are presented in the Operations Manual and they are reviewed during routine safety meetings. Prior to each transfer the PIC's and transfer personnel discuss site specific procedures. Prior to the serving as a PIC, each Facility operator must demonstrate to the Qualified Individual that he/she has the experience, skills and knowledge to conduct safe, spill-free transfers.

4. The oil barge transfer systems (in general);

Prior to oil transfer the Facility PIC and the vessel PIC conduct a brief walk-thorough of the vessel's oil transfer system.

5. The facility oil transfer control systems;

Operating and transfer procedures are listed in the Facility Operations Manual, SPCC Plan, and Facility Response Plan.

6. Follow local discharge reporting procedures;

The periodic spill prevention and response training sessions address local discharge reporting procedures.

7. Carry out the facility's response plan for discharge reporting and containment.

Facility personnel review the Facility Response Plan and the Operations Manual on an annual basis. The Facility Response Plan addresses spill response actions and spill reporting and containment procedures.

## PIC LIST TRAINING NOTES

- PHYSICALLY GANGE FUEL LEVEL IN EACH TANK PRIOR TO BEGINNING

TRANSFER, USE WATER FINDING PASTE ON BANGING STICK.

- ENSURE PROPER NUMBER OF WORKERS FOR SAFE TRANSFER OF FUEL.

- VERIFY PROPER CONFIGURATION OF VALVES PRIOR TO BEGINNING TRANSFER.

- ENSURE ALL VALVES ARE CLOSED EXCEPT TANK RECEIVING FUEL

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## PIC LIST TRAINING NOTES

- PRIOR TO TRANSFER, MEET WITH BARGE PIC TO RENEW AND SIGN DECLARATION OF INSPECTION (DOI).
- VERIFY CLEAR RADIO COMMUNICATIONS WITH THE BARGE.
- REVIEW SPILL RESPONSE AND NOTIFICATION PROCEDURES IN EVENT OF A SPILL
- REVIEW SDS FOR PRODUCT BEING TRANSFERRED.
- AFTER RECEIPT OF FUEL, CLOSE ALL VALVES AND CONDUCT POST-TRANSFER MEASUREMENT OF FUEL IN EACH TANK, USING WATER FINDING PASTE ON EACH TANK DIP.

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9/29/18

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