

HSAC Transporter Tote Filling Checklist

Location:

Date:

Serial #:

Required Items/Actions

Before Filling

1. Position Operable Fire Fighting Equipment

2. Locate and Be Aware of Emergency Fuel Shut-Off

3. Bond Transporter Tote

4. Visually Inspect Transporter Tote Exterior

5. Visually inspect Transporter Tote Interior

5a. Verify any Contents

5b. White Bucket Evaluation

5c. Clear and Bright Evaluation

Note: Report Any Questionable Fluids

Filling Procedure

6. Overwing Trigger Nozzle w/Drop Tube

6a. Visually monitor filling

7. Bottom Loading Connection

7a. Adapt Overfill Monitoring (if equipped)

7b. Connect Filling ose

7c. Fill Tote

8. Complete Filling Operation

8a. Disconnect Filling Hose

8b. Disconnect Bonding Cable

Sealing Transport Tote

9. Close and Seal

10. Tag Condition and Date

11. Finalize and Sign Paperwork

Description of Required Action

1. Appropriate size and type fire extinguishers should be easily accessible and properly charged

2. Locate and be familiar with the operation of all Emergency Fuel Shut-Off Controls

3. Once properly positioned and level, connect bonding cable and allow any static charge to equalize (up to 3 mins)

4. Inspect the entire exterior of tote for damage, ensure all placards are correctly attached and legible

5. Remove Filler Cap on top of Tote, using an approved light, look to see that the interior is empty and Clean

5a. If fluid exists inside tote, Drain/Sump Low Point to ensure contents is clean Jet Fuel

5b. With the White Bucket bonded, an evaluation should be performed to visually detect any discoloration or contamination

5c. Aviation fuel products should be without particulate or water contamination, the fuel should sparkle in a clear jar

If there is any question about the contents of the Tote, Remove from Service and Report Immediately

Ensure that everything is in place to safely and properly fill the Transporter Tote

6. When using an Overwing trigger-type nozzle, ensure nozzle remains in fuel and maintains metal-to-metal contact

6a. To ensure that an over-fill spill will not occur, closely visually monitor fluid level confirming with meter volume

7. When using a Bottom Load system, a Deadman Control must be utilized

7a. If filling system has Overfill Protection, adapt monitor to Tote being filled

7b. Remove Dust Cap, Inspect Hose, connect inspected hose to Tote Bottom Load Connection

7c. Engage Deadman Control, confirm filling process is leak-free, Fill to 90%, Monitor Meter to avoid an over-fill

8. Once High Level Shut Off has benn activated, or other means of ensuring Tote is Full, disengage Deadman

8a. Being careful to not spill any fuel, disconnect Filling Hose and re-install Dust Caps on all connections

8b. After all hoses have been disconnected, remove and stow Bonding Cable

After filling process is complete, Tote must be sealed and readied for shipment

9. Properly close and adequately tighten all openings and connections then seal with all openings

10. Attach Tote fill level condition (Full), and date of filling

11. Complete Transporter Tote Checklist, Bill of Lading, and any other required documentaion in for shipment