

**HSAC Fuel Receipt Checklist**

<b>Location:</b>					
<b>Date:</b>					
<b>Time:</b>					
<b>BOL#:</b>					

Required Items/Actions						Action
Before Unloading						
1. Position Operable Fire Fighting Equipment						1. Appropriate size and type fire extinguishers should be easily accessible and properly charged
2. Locate and Be Aware of Emergency Fuel Shut-Off						2. Locate and be familiar with the operation of all Emergency Fuel Shut-Off Controls
3. Ground/Bond Trailer						3. Once properly positioned, connect grounding/bonding cable and allow any static charge to equalize (up to 3 mins)
4. Open Internal Valves - Allow 10 Min. Settling						4. Allow a minimum of 10 (ten) minutes for settling of water and particulates after internal valves are open
<b>5. Review Paperwork</b>						<b>5. Ask driver to provide any and all appropriate paperwork for the delivery</b>
5a. Review Bill of Lading (Required)						5a. The BOL is a delivery document it should be correctly addressed and include product type and volume
5b. Certificate of Analysis (Required)						5b. C of A for the product being delivered will document that it meets product specifications
5c. Release Certificate (Required)						5c. RC is to have been completed prior to and immediately after loading documenting specific data about the load
5d. Verify Correct Product Type and Volume						5d. Verify the transport driver is delivering the correct product and volume to the proper location
5e. Documents all Match						5e. All documents match general information such as
<b>6. Inspection of Each Compartment</b>						<b>6. Fuel sample must be obtained from each compartment, connections may have security seals if requested</b>
6a. White Bucket Evaluation						6a. A White Bucket evaluation is done on <u>each</u> transport compartment to visually detect any contamination
6b. Clear and Bright						6b. Aviation fuel products should be without particulate or water contamination, the fuel should sparkle in a clear jar
<b>7. API Gravity Evaluation</b>						<b>7. Draw a composite sample of no more than three compartments for an API Gravity evaluation test</b>
7a. Record Observed Gravity						7a. Carefully float the correct Hydrometer in the product, read the Observed Gravity on the stem and record result
7b. Record Observed Temperature						7b. Lift the Hydrometer, leaving the tip of the thermometer in the fuel and record findings
7c. Convert & Record API Gravity Result @ 60° F						7c. Using the gravity correction wheel, correct observed readings to a standard 60 degrees F and record finding
7d. Record API Gravity from documentation						7d. Record the corrected API Gravity at 60 degrees F from the receiving documentation (Bill of Lading)
7e. Record Difference (+/-)						7e. Any difference shall be +/- 1.0 degrees API, if greater than +/- 1.0 degrees API, retest, notify supervision
<b>8. Receiving Tank Preparation</b>						<b>8. Determine correct receiving tank for product being delivered</b>
8a. Size of Receiving Tank						8a. Determine and Record the safe fill capacity of the receiving tank
8b. Volume of Fuel in Receiving Tank						8b. Determine and Record the volume of product in selected receiving tank
8c. Volume of Fuel to be received from Transport						8c. Verify and Record the volume of fuel to be received based upon the Bill of Lading and the volume in the transport
8d. Delivery Amount vs. Available Space						8d. Add 8b to 8c, result must be less than 8a, this will determine if the delivery will safely fit in receiving tank
9. Sump Receiving Tank Until Clear & Bright						9. Drain/Sump low points of proposed receiving tank until "Clear and Bright" samples are obtained
<b>Unload Procedure</b>						<b>Ensure everything is in place to safely and properly receive the fuel delivery</b>
10. Uncap and Inspect Offload Loading Hose(s)						10. Remove caps from receiving hose(s) and inspect for contamination, gasket and connection condition
11. Connect Inspected Offloading Hose(s)						11. Connect the inspected hose(s) to proper inlet piping connecting to selected receiving tank
12. Align Valves for Offloading						12. Ensure that all valves are properly aligned to receive product into the selected tank through filtration
13. Engage Offload Pump						13. Energize/engage offload pump, quickly inspect operation for leaks
14. Operate Deadman Control (if applicable)						14. Offloading attendant must operate Deadman Control during offloading (or Emergency Fuel Shut Off control)
15. Inspect for leaks						15. During Offloading, observe operation for leaks and address any leaks immediately
16. Sump Receiving Filter Vessel Under Pressure						16. Drain receiving filter sumps under pressure while product is being received and record results
17. Read and Record Differential Pressure						17. Read the Differential Pressure on the inbound filter during offloading, correct for flow, document DP
18. Remain Onsite and Observe Entire Offload						18. Attendant and Transport Driver must remain on-site during the entire offloading process
<b>After Unloading</b>						<b>Appropriate compartments should be empty and offloading complete</b>
19. Disengage Offload Pump						19. Release deadman control and turn off power to pumps
20. Close/Realign Valves						20. Realign valves for normal operation
21. Ensure Transport Compartments are Empty						21. Confirm that all product has been offloaded <b>Do Not Attempt to climb on top of Transport Trailer</b>
22. Disconnect Hose(s) and Install Caps						22. Disconnect delivery hose(s) and reinstall dust caps
23. Disconnect Bond/Ground Cable						23. Remove Grounding/Bonding connection and secure appropriately
24. Gauge Tank and Record New Volume						24. Restick receipt tank and note new volume
25. Finalize and sign Release Certificate						25. Complete Offload Checklist, Release Certificate, and sign to acknowledge proper receipt and complete exchange
26. Assist Driver in safely Exiting						26. Assist driver in exiting property safely
<b>27. Note Start of Settling Time</b>						<b>27. Document the time when offloading was complete, this will be used to calculate product settling time</b>
27a. * One Hour Per Foot Jet Fuel						27a. Calculate when Jet Fuel delivery will be ready to have low points drained/sumped
28. Sump Tank when Settling Time has Lapsed						28. Set time for product to be drained/sumped
29. Secure Fuel Farm						29. Ensure fuel farm is secure before departing