

HSAC Transporter Tote Transfer Checklist

HSAC Transporter Tote Checklist

Location:															
Date:															
Tote Serial #:															
Seal #:															

Required Items/Actions

Before Fuel Transfer

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															
4a. Confirm Transporter Tote Seals															
5. Perform White Bonded Bucket Evaluation															
6. Perform Clear and Bright Test															
7. Determine contents of tank tank															
8. Verify contents of Transport Tote will fit in tank															

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; note any abnormalities
4a. Inspect and ensure Filler Cap on top of Tote and Discharge Cap are sealed NOTE: If seals are broken or missing, DO NOT USE - Return Transporter Tote for onshore inspection
5. After allowing for settling time, a White Bonded Bucket Evaluation should be performed to visually detect any discoloration, or contamination
6. Aviation fuel products should be without particulate, or water contamination; the fuel should sparkle in a clear glass jar
7. Determine and Record the volume of fuel product in selected receiving tank
8. Confirm available space in fuel tank to have Transporter Tote transferred into ensuring adequate space for the entire transfer.

Fuel Transfer Procedure

Ensure that required equipment is in place to safely and properly transfer the Transporter Tote fuel

9. Inspect Transfer Hose															
9a. Connect Transfer hose to pumping system															
10. Vent Transport Tote Tank															
11. Open Valve on Transporter Tote Tank															
12. Begin fuel transfer															
12a. Operate Deadman Control (if applicable)															
12b. Sump Receiving Filter Vessel Under Pressure															
12c. Read and Record Differential Pressure															
13. Complete Transfer Operation															
13a. Disconnect Filling Hose															
13b. Disconnect Bonding Cable															

9. Remove caps from transfer hose and inspect for contamination, gasket and connection condition
9a. Connect the inspected transfer hose to proper inlet piping connecting
10. Ensure cap on top of Transporter Tote is off, allowing tank to adequately vent during transfer
11. Open the discharge valve at the bottom of the Transporter Tote remembering that the orientation of the valve may be opposite from standard application
12. Begin transfer by activating pump, immediately check for leaks, REMEMBER Fuel should be filtered when transferring from Transporter Tote into Storage Tank
12a. Engage Deadman Control, confirm filling process is leak-free and Monitor entire transfer to avoid overfilling
12b. Drain receiving filter sumps under pressure while product is being received and record results
12c. Read the Differential Pressure on the inbound filter during offloading, correct for flow, document DP
13. Once High Level Shut-Off has been activated, or other means of ensuring Transporter Tote is completely, disengage Deadman
13a. Disconnect Filling Hose, ensuring not to spill any fuel and re-install Dust Caps on all connections
13b. After all hoses have been disconnected, remove and stow Bonding Cable

Sealing Transport Tote

NOTE: After transfer process is complete, Tote must be re-sealed and readied for shipment

9. Close and Seal the Tote - Note Seal #															
10. Tag Condition and Date															
11. Finalize and Sign Paperwork															

9. Properly close and adequately tighten all openings/connections and seal 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 documentation in for shipment

Revised: 4/15

Notes: