PETROLEUM LOADING AND UNLOADING PROCEDURES

Basic Safety

The loading and unloading of petroleum is a complex and potentially dangerous operation. Following basic safety practices can help to reduce the risk of an incident. The guidelines below are not exhaustive, and a loader’s actions should always be informed by current safe practice and all of the conditions of present in the loading area.
Petroleum Loading and Unloading Procedures

Basic Safety

1. No persons other than authorized personnel are allowed in the loading area.
2. No smoking or open flames are permitted in the loading area.
3. No one is permitted in the cab of a truck while loading.
4. No mechanical repair work, service checks, or cleaning of vehicle or glass shall be done on trucks, tractors, or trailers while loading.
5. If a truck or tractor motor fails to start at the loading spot, notify supervisor immediately. Under no condition is a booster battery to be used.
6. Follow company spill procedures.
7. Do not load any cargo tank or compartment that is completely full of liquid. There must be vacant space to allow for thermal expansion.
8. Wear gloves and other protective equipment.
9. Petroleum products must not be used for personal washing. Gasoline should never be used to clean.
10. Grounding/bonding devices must be connected before loading and disconnected when finished loading.
11. Static ignition hazard must be controlled. Static protection measures include bonding the unit to the loading rack through bonding cable or grounding interlock, maintaining physical contact between the downspout and the compartment being filled and slowing the initial loading rates until the spout is covered. Allow one minute relation time before removing spout from liquid.
12. Avoid product contamination or commingling. Check and double check to make sure the right product is getting into the right tank/compartment.
13. Meters, valves, and loading lines on terminal loading racks are color coded to aid in distinguishing between products. Color coding charts are posted at all loading positions. Piping and fill caps at all unloading points are also color coded and/or tagged. Drivers must become familiar with the color coding systems before being permitted to load.

14. In case of fire, shut down all loading pumps and close all dome covers and compartment safety valves, if possible. Emergency shut down buttons are located on and near all loading racks. Call for assistance.

15. Loading valves must not be tied or wedged open.