

Truck Transfer Inspection Form

Incoming shipments of oil products received by truck can be documented using this form.

Operator:	Date:
Date:	Transporter:
Comments:	Overfill Mechanism Used:

Supply Checklist: The following supplies must be on hand during the transfer of an oil product from tanker truck to a bulk storage tank.

- Drip pan or bucket
- Spill kit that includes absorbent materials, salvage drum, plastic sheeting, PPE, etc.
- A shovel
- A broom
- Dispensing hose equipped with breakaway couplings (recommended)

Comments:

Transfer Procedures: The following procedures must be followed by tank truck drivers during refilling of the fuel tanks.

1. Tank truck drivers must measure the fuel level in the tank prior to re-filling.

Oil Product:

Quantity to be transferred:

Tank Capacity:

Volume in tank before unloading:

Volume in tank after unloading:

2. A drip pan or bucket must be placed under all connections prior to the transfer.
3. Tank truck drivers must remain with the vehicle while filling the tanks to prevent overfilling.
4. The transfer lines must be drained and all drain valves closed before the lines are disconnected.
5. The drip pan or bucket must be stored under roof or upside down when not in use.
6. The driver must inspect the vehicle before departure to ensure transfer lines have been disconnected and drained, and vent valves (if applicable) are closed.
7. Drivers must report any leakage or spillage, including quantity, to the Person Responsible for Spill Prevention.
8. Return all equipment and materials to their appropriate storage area and apply locking devices.