

PROCEDURE: Bulk delivery of oils and re-fuelling of Temporary and Permanent diesel boilers or generators using a diesel bowser

Department: Estates Office

Version: 4

Site: All

Issue date: March 2015

Author: Rose Rooney / Jeni Cummins

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Approved by: Martin Wiles

1. Purpose

1.1. The purpose of this document is to instruct all relevant Competent Persons (see section 7 Definitions) and oil delivery contractors on the process of re-fuelling temporary and permanent diesel boilers and generators including refuelling using a diesel bowser.

2. Scope

2.1. This document applies to all relevant staff within the University (Competent Persons) who are responsible for arranging and overseeing bulk oil deliveries to the University and who are responsible for arranging, undertaking and/or overseeing re-fuelling operations using a diesel bowser at the University.

3. Responsibility

3.1. It is the responsibility of the relevant Competent Person to ensure that bulk deliveries of oil or re-fuelling operations of diesel are completed with minimal environmental impact in accordance with this procedure. Non-compliance will result in disciplinary action.

3.2. It is the responsibility of Sustainability to carry out periodic checks to ensure bulk deliveries of oil and re-fuelling operations of diesel are being completed in accordance with this procedure.

4. Procedure

4.1. The operative carrying out the delivery or refuelling activity must be trained competent to carry out these activities.

Re-fuelling of Temporary and Permanent diesel boilers or generators using a diesel bowser

Operative must ensure all the following is in place prior to starting any re-fuelling or delivery activities:-

- Barriers or cones available or in place to use whilst carrying out re-fuelling
- Job requires minimum of two people due to nature of work
- Spillage kit is available and carried on vehicle
- Plastic bund tanks are available to be used to prevent spillage from hoses
- PPE is available and must be worn at all times whilst carrying out re-fuelling
- PVC coverall or apron; PVC gloves; full face mask; oil resistance footwear
- "No Smoking" sign is available and clearly displayed

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- “Spill Response flow diagram” is available
- A copy of the “Pollution / Emergency Response Procedure” is available
- Ensure the delivery vehicle and bowser can drive on and off site without obstructions. Second operative to assist with any reversing required as necessary. Check delivery height restrictions
- Position the delivery vehicle and bowser as close as possible to the re-fuelling / offloading location
- Ensure barriers or cones, signage, spill kit, bund tanks and appropriate documentation are all in position. Ensure pedestrian activity is diverted
- Check the tank / bowser fuel level gauges to ensure vessel is capable of receiving the full delivery
- Connect the delivery hose between the bowser and the tank. The tank, bowser, delivery hose and vent pipes must remain in full view throughout the delivery process
- Connect an earthing continuity bond between the bowser and the tank
- Open the flow control valves to allow re-fuelling
- Check the tank / bowser fuel level gauges throughout the process. Check for any leaks throughout the process
- Once re-fuelling is complete, close flow control valves and disconnect delivery hose

Note: Fill pipes without a valve and non-return valve may cause oil to run back when the hose is disconnected, causing a pollution problem. All inlets must be fitted with an end cap.

- Remove barriers or cones and signage, ensuring area is left clear and tidy
- In the event of any incident or spillage do not hose it down. Follow the “Spill Response Flow Diagram” immediately and inform Maintenance Manager accordingly.

Bulk delivery of oil by a third party

For bulk deliveries by a third party, the delivery company should contact the Maintenance Services Helpdesk (0117 928 9898) or relevant department Competent Person to arrange a date for the delivery to take place.

The oil tank should be checked by the Competent Person to ensure it is sound and does not have any leaks. The delivery should be carried out by the driver in accordance with both this procedure and the delivery company’s procedures, taking into account both Health and Safety and Environmental Protection.

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If the Competent Person is concerned with the activities of the delivery driver they should instruct them to cease the delivery immediately, if safe to do so, and report the incident to the Sustainability Unit on 0117 928 9100.

Competent Persons carrying out oil container integrity checks and accepting oil deliveries are fully aware of the location and have access to an appropriate spill response kit and should follow the process as detailed in above in '[Re-fuelling of Temporary and Permanent diesel boilers or generators using a diesel bowser](#)' but in addition should ensure:

- Ensure the delivery vehicle is situated in a safe place and that personnel are wearing the correct Personal Protective Equipment (PPE)
- Check the delivery note with the driver to ensure the correct grade of oil and quantity is being delivered
- Check level in storage tank to ensure there is adequate capacity in the tank to accept the full delivery
- Ensure that the driver has connected the delivery hose(s) to the correct inlet
- Ensure that all valves are properly set to deliver into the right tank (where appropriate)
- The Competent Person must, with the driver, monitor the level in the tank, and watch the overflow pipe. Stop the delivery immediately in the event of an overflow
- The Competent Person must, with the driver, monitor all hosing connections for leaks
- In the event of a leak, no matter how small, stop the delivery immediately. Any spillages should be dealt with in accordance with Pollution / Emergency Response Procedure Version and the incident reported to Sustainability on 0117 928 9100

After delivery of Oil, observe the driver complete the following:

- Close the tanks inlet valve
- Where possible, oil remaining in the delivery hosing should be 'sucked' back into the tanker
- Ensure that any oil which may remain in the delivery hosing which could result in drips or spillages is caught in a tray or sump. Any oil soaked granules or other contaminated waste including PPE should be bagged and clearly labelled 'Oil Waste' for disposal by Sustainability
- Should a spillage occur, **DO NOT** hose it down. Complete spillage clean up as detailed in Procedure: Pollution (Spill) Emergency Response

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1 ASSOCIATED DOCUMENTS

5.1 Procedure: Pollution (Spill) Emergency Response

5.2 Spill Action Poster

5.3 Oil Briefing Note

2 RECORDS

2.1 None

7 DEFFINATIONS

7.1 Competent Person' refers to the University staff either within the Estates Office, Maintenance Services Team or Department Staff who have been given responsibility for overseeing the re-fuelling of diesel boilers/generators using a diesel bowser. These persons should be aware of the requirements of the Procedure: Pollution (Spill) Emergency Response.

Version	Reason for change	Amended by	Date
2	Change of personnel	Rose Rooney	March 2011
3	Change of personnel	Rose Rooney	January 2012
4	Update procedure to detail internal refuelling bowser actions in addition to their party deliveries	Rose Rooney / Jeni Cummins	March 2013
5	Update to formatting of procedure	Rose Rooney	March 2015