

Material Transfer

WHEN TO COMPLETE – Before the start of any transfer of hydrocarbons between mobile equipment

Confirm each control / safeguard below before starting work	Guidance for confirming each control / safeguard	Person(s) Performing Work	Start-Work Verifier
I HAVE CONFIRMED:			
1 Equipment operator and attendant (where required) are qualified for the task	<ul style="list-style-type: none"> Review qualification records of operator and standby attendant(s) for the specific equipment to be used. Question equipment operator prior to starting work to gage competence. Knowledgeable of static electricity, grounding, transfer line techniques, Emergency response protocol, familiar with the hazard of the material. 		
2 Material to be onboarded or offloaded is verified to be the correct material and compatible with equipment to be used. Conductive hoses, connectors, and static lines used for material transfer operations shall be suitably rated and designed for the material and transfer activity	<ul style="list-style-type: none"> Check delivery sheets (provided by driver) to ensure the material matches the material inside the storage container that the material will be loaded into. Check the SDS of the material being transferred into a container or truck to ensure the equipment and storage container is compatible with the material. This includes chemical and thermal limits. Check hose label and/or inspection documentation. 		
3 PPE for the task is in like new condition and properly donned	<ul style="list-style-type: none"> PPE listed on the CoW documentation. PPE should be designed and appropriate for the hazard (e.g. temperature, chemical, pressure, etc.) 		
4 For flammable substances, Equipment is confirmed to be grounded.	<ul style="list-style-type: none"> Confirm that continuity exists between the grounding clamp, grounding point, and the connection measures ≤ 10 ohms Ground points do not include painted surfaces or metal fixtures not secured below surface level Grounding equipment is in good working condition 		
5 For flammable substances, Continuity test across the transfer hose and between each hose connections is confirmed across each connection.	<ul style="list-style-type: none"> Confirm that continuity exists throughout all bonded components of the system (truck, collection basin, vessel, scrubber system, etc.) and each connection measures ≤ 10 ohms Confirm that continuity exists through an entire length of a single hose that measures ≤ 100 ohms Mobile Ground Verification (MGV) and/or ohms meter is functioning properly 		
6 Over-pressuring or under-pressuring of equipment shall not occur during material transfer.	<ul style="list-style-type: none"> Pressure rating of source containers and receiving containers known by reviewing equipment labels, equipment inspection sheets, engineered drawings, etc. Limits document on CoW documentation and understood by equipment operator. Pressure relief equipment installed to prevent over-pressuring. Vent lines open or Vacuum breakers installed to prevent under-pressuring. 		

Confirm these controls / safeguards are in place and verified prior to starting work. Stop and seek help if anything changes.

	Printed Name & Role	Signature	Date
Start Work Verifier			

Material Transfer Operation

