

Manual Section 4	Issue Date 11/24/09	Revision Date 01/15/26	Policy Number LLCP-040
	Fueling Procedures		

PURPOSE

Vehicle equipment fueling procedures and practices are designed to prevent fuel spills and leaks, and reduce or eliminate contamination of surrounding waters. This can be accomplished by using offsite facilities, fueling in designated areas only, enclosing or covering stored fuel, implementing spill controls, and training employees and subcontractors in proper fueling procedures. The purpose of this policy is to ensure that Blanchard Contractors Inc. has the proper measures in place to protect its employees from the hazards when fueling equipment, vessels and vehicles.

SCOPE

All GIS Holdings, LLC Companies and affiliates including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, LLC., GWIS, Mack Steel, NuWave, Valvemax, Discovery Industries, Inc., Global Inspections, LLC, and EIS, hereafter identified as “Company”.

SUITABLE APPLICATIONS

These procedures are suitable on all construction sites where vehicle and equipment fueling takes place.

LIMITATIONS

Onsite vehicle and equipment fueling should only be used where it is impractical to send vehicles and equipment offsite for fueling. Sending vehicles and equipment offsite should be done in conjunction with all safety and security procedures in place.

GENERAL RULES FOR FUELING EQUIPMENT AND VEHICLES

- Use offsite fueling stations as much as possible. These businesses are better equipped to handle fuel and spills properly. Performing this work offsite can also be economical by eliminating the need for a separate fueling area at a site.
- The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall ensure that the nozzle of the filling hose makes contact with the filling neck of the tank.
- No one shall be on the vehicle during fueling operations except as specifically required by design.
- There shall be no smoking or open flames in the immediate area during fueling operation.
- Discourage "topping-off" of fuel tanks.
- Absorbent spill cleanup materials and spill kits should be available in fueling areas and on fueling trucks, and should be disposed of properly after use.
- Drip pans or absorbent pads should be used during vehicle and equipment fueling, unless the fueling is performed over an impermeable surface in a dedicated fueling area.
- Use absorbent materials on small spills. Do not hose down or bury the spill. Remove the adsorbent materials promptly and dispose of properly.
- Avoid mobile fueling of mobile construction equipment around the site; rather, transport the equipment to designated fueling areas. With the exception of tracked equipment such as bulldozers and large excavators, most vehicles should be able to travel to a designated area with little lost time.
- When fueling must take place onsite, designate an area away from drainage courses to be used. Fueling areas should be identified in the Job Site Safety Plan or Pre-job meetings.
- Dedicated fueling areas should be protected from storm water run-on and run-off, and should be located at least 50 ft. away from downstream drainage facilities and watercourses. Fueling must be performed on level-grade areas.
- Protect fueling areas with berms and dikes to prevent run-on, run-off, and to contain spills.

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- Nozzles used in vehicle and equipment fueling should be equipped with an automatic shutoff to control drips. Fueling operations should not be left unattended.
- Use vapor recovery nozzles to help control drips as well as air pollution where required by Air Quality Management Districts (AQMD).
- Federal, state, and local requirements should be observed for any stationary above ground storage tanks.

INSPECTION AND MAINTENANCE

- Vehicles and equipment should be inspected each day of use for leaks. Leaks should be repaired immediately and problem vehicles or equipment should be removed from the project site.
- Keep ample supplies of spill cleanup materials onsite.
- Immediately clean up spills and properly dispose of contaminated soil and cleanup materials.

VESSEL FUEL OIL TRANSFER PROCEDURES

Before transferring any fuels, the Captain and the designated person in charge (PIC) shall make themselves aware of the appropriate geographical area regulations regarding fuel transfers and shall abide by them. Fuel transfer procedures should be established, adequately posted and all personnel should be informed when transfers are planned.

Before receiving fuel from a fuel dock or fuel barge, the designated PIC or crew member shall sound all fuel tanks to be pumped from and to, and shall verify that no water is present in the tanks. After receiving fuel and before signing ticket, the Captain is to verify by sounding the levels of all fuel tanks onboard the vessel. If all figures agree, than the Captain may sign the receipt. If amounts differ, note the discrepancy on the receipt prior to signing, or if warranted, call the office for immediate settlement of the matter before signing.

All transfers are to be noted in the engine room log and the vessel’s master log book. The designated PIC is to complete the “Fuel Transfer Form” (see attached) on all transfers. All transfers are to be handled in the same manner. When transferring between vessels, have the respective Captain sign each other’s engine room log book entries and receipt of transfer.

FUEL OIL TRANSFER PROCEDURES

NOTE: A BRAVO FLAG SHALL BE FLOWN DURING DAYLIGHT HOURS AND AN ALLAROUND RED LIGHT IN THE MAIN MAST DURING DARKNESS, WHILE TRANSFERRING OIL.

ALL OIL SPILLS SHALL BE REPORTED TO: **NATIONAL RESPONSE CENTER 1-800-424-8802**

1. GENERAL TRANSFER PROCEDURES

- A. Under and around oil loading manifold and vents, there are fixed spill pans that can hold one (1) barrel of spill from one 4” discharge.
- B. Applicability of oil transfer procedures remains whenever fuel oil is transferred to or from storage tanks, another vessel, day tanks, or pumped to rigs.
- C. See posted oil transfer drawing (s) for location of valves, pumps, vents, discharges, and emergency remote shut downs.
- D. The Captain will be in charge of transfer operations, the designated PIC will act as pump operator, and one deckhand will act as a deck watch with constant communication with the engineer during all oil transfer operations.

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Communications between shore side storage tanks, (such as fuel docks) will be done with hand held VHF radios. If fuel oil is pumped to day tanks onboard, a deckhand will be on deck taking sounding.

Communication between rigs and vessels will be by VHF radios and power hand held bullhorns.

- E. The deckhand will maintain the vessel's mooring and oil transfer hoses to insure that no strains are placed on any hoses or lines, and that the hoses do not become pinched, tangled, or placed in such a position as to interfere with the oil transfer. Deckhands will also insure all deck openings are closed during transfer procedures. Make sure there is a proper and tight connection on all hoses.
- F. When deck containment systems have fuel in them, they should be pumped into buckets or drums and taken ashore, or pumped into other suitable containers.
- G. In case of an emergency, oil transfer pump may be shut down by using pump switch on switch box, or by using the emergency shutdown switch, which is labeled "Emergency Fuel Shutdown". At such time the designated engineer will shut all valves and inspect for shut down
- H. The designated PIC shall see that all fuel oil tank vents are open before transfer operation begins, and will sound tanks during transferring. When topping off tanks, pump speed shall be reduced and tanks sounded more frequently.
- I. The designated PIC and deck watch will make certain that all valves are closed immediately after oil transfer is completed. All valves shall be shut on deck discharge containment system for all tanks and deck discharge and filler pipe.
- J. The designated PIC will maintain the seaworthy condition of the vents, hatches, sounding tubes, valves and discharges to prevent the inadvertent release of fuel oil.

2. INTERNAL TRANSFER

- A. Suction valve on fuel oil manifold from which fuel is to be transferred needs to be open.
- B. Discharge valves on fuel oil manifold to which fuel is to be transferred need to be open.
- C. PIC is to check and make sure that all valves not used for this transfer are secured.
- D. Fuel is then to be transferred by the pump(s)
- E. Each bunker tank is to be sounded as transfer is taking place.
- F. After transfer is completed, all valves are to be closed.

The vessel is equipped with portable over-spill containers, which have to be secured before the transfer is started. If the containers are utilized, they should be emptied and mopped after the transfer is completed. These containers are there merely for safety purposes and should not be relied upon for topping off the tanks. Sounding tubes are to be used for this.

3. SPECIAL NOTES AND PROCEDURES

- A. Descriptions:
 - 1. No. 2 Diesel Fuel Common Synonyms: Diesel Oil, Medium
 - o Oily liquid
 - o Yellow-brown
 - o Lube or fuel oil order
 - o Floats on water

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B. Fuel Oil Spills:

1. Stop discharge if possible
2. Call fire department
3. Avoid contact with liquid
4. Isolate and remove discharged material
5. Notify local health and pollution control agencies:

NATIONAL RESPONSE CENTER: 1-800-424-8802

C. Fire: Combustible

1. Extinguish with dry chemical, foam, carbon dioxide
2. Water may be ineffective and may spread the fire
3. Cool exposed container with water

D. Exposure: Call for Medical Aid

1. Liquid - Irritating to skin and eyes. Harmful if swallowed.
2. Remove contaminated clothing and shoes
3. Flush affected areas with plenty of water
4. If in eyes, hold eyelids open and flush with plenty of water.
5. If swallowed and the victim is conscious, have victim drink water or milk waiting for medical aid.
DO NOT INDUCE VOMITTING.

E. Water Pollution

1. Dangerous to aquatic life in high concentrations
2. Fouling to shoreline
3. May be dangerous if it enters water intakes
4. Notify local officials (city, health, wildlife or other agencies as necessary).