

PROCEDURE FOR THE BULK DELIVERY OF OILS

1.0 PURPOSE

- 1.1 The purpose of this document is to instruct all Estates personnel and oil delivery contractors on how the bulk delivery of oil should be completed

2.0 SCOPE

- 2.1 This document applies to all staff within the Estates department who are responsible for arranging and overseeing bulk oil deliveries

3.0 RESPONSIBILITY

- 3.1 It is the responsibility of the relevant area managers/supervisors to ensure that bulk deliveries of oils are completed with minimal environmental impact
- 3.2 It is the responsibility of the Environmental Manager to carry out periodic checks to ensure bulk delivery of oils are being completed in accordance with this procedure

4.0 PROCEDURE

- 4.1 Upon arrival of the tanker for delivery
- 4.1.1 Check the Despatch Note with the Driver to ensure the correct grade of oil and quantity is to be delivered
 - 4.1.2 Check level in storage tank to ensure there is adequate capacity in the tank to accept the full delivery
 - 4.1.3 Ensure that the driver has connected the delivery hose(s) to the correct inlet
 - 4.1.4 Ensure that all valves are properly set to deliver into the right tank (where appropriate)
 - 4.1.5 Ensure that there is a spill response kit close at hand to respond to any accidental spillages
- 4.2 During the delivery
- 4.2.1 The delivery should be supervised where possible by a member of the Estates Department. Where this is not possible, the driver should complete the delivery in full accordance with this procedure and inform Estates staff of any issues. He/ she must also ensure that Estates staff in the area are aware that they are on site completing a delivery
 - 4.2.2 Monitor the level in the tank, and watch the overflow pipe. Stop the delivery immediately in the event of an overflow
 - 4.2.3 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

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accordance with Procedure No. GEOP014, Spill Response Procedure

- 4.3 After the Delivery
 - 4.3.1 Close the tank's inlet valve
 - 4.3.2 Where possible, oil remaining in the delivery hosing should be 'sucked' back into the tanker
 - 4.3.3 Ensure that any oil which may remain in the delivery hosing which could result in drips/ spillages is caught in a tray/ sump and properly disposed of
 - 4.3.4 Should a spillage occur, DO NOT hose it down. Complete spillage clean up as detailed in Procedure No. GEOP014, Spill Response Procedure

5.0 ATTACHMENTS

- 5.1 None

6.0 RECORDS

- 6.1 None