Purpose

The purpose of this Standard is to minimize spill potential by:

- Facilitating communication between fluid handlers
- Minimizing potential to mishandle fluids
- Reinforcing effective spill prevention practices

Scope

The applicable scope for these guidelines are:

In Scope	Out of Scope
• Materials containing hydrocarbons • Hazardous substances or waste • Drilling fluids	• Raw and potable water

Intended user

Intended users must have completed:

NSTC Unescorted Training

Site-specific training

Prerequisites

To ensure personnel safety, confirm the following before starting fluid transfer:

- Fluids are compatible with other fluids or residual fluids in the transport tank
- Review the ASH Flammable and Combustible Standard
- Follow SDS instructions for proper PPE

NOTE: Two persons are required for all fluid transfers, except in TTLA and other lined, designated areas. Two persons are not required in KRU except when the fluid transfer occurs on ice.

Fluid transfer and storage requirements

Fluid transfer or storage in the vicinity of water has the following requirements:

If	Then
Container capacity is greater than 55 gallons	• Do not store within 100 feet of a water body • Do not store within 1500 feet of a surface drinking water source
Located within the annual floodplain or tideland	Do not fuel vehicle
Located within the NPR-A	Fueling must be greater than 500 feet from a water body

Preparing to Transfer Fluids

Pre-job equipment preparation

Prepare the job by confirming the following:

Inspect: • Hoses for wear, holes, and general condition. • Hose connections to ensure gaskets are properly seated on clean surfaces. • Valves to make sure that they are in the proper position and are ice free. • Liners to ensure capacity to contain the volume of any potential spills, and there are no tears or holes through the liner.	☐
Confirm camlocks are either tied down or have a locking mechanism	☐
Secondary containment: • Place under all connections, vents, valves, vehicles, etc. • Ensure empty before use	☐
Confirm adequate spill response equipment is on hand	☐

Tank transfer requirements

Prepare tanks to meet requirements for fluid transfer.

If there is no level gauge, visually inspect or strap tank or container fluid levels to prevent overfilling. • Flammable liquid containers should be filled to no greater than 80% • All other containers should be filled to no greater than 90%	☐
When transferring to ADEC-regulated tanks: • Use wheel chocks to prevent premature vehicle movement. • At TTLAs meeting ADEC requirements, alternate means can be used, such as inclined slopes into lined areas. **NOTE:** ADEC regulated tanks are oil storage tanks with capacity greater than 10,000 gallons	☐

During and After Fluid Transfer

During fluid transfer

Complete the Fluid Transfer:

Control and monitor the fluid transfer	☐
Keep constant line-of-sight with • Operator and/or all connections, hoses, vents, or any other likely spill source • Critical components throughout the transfer	☐
Fill out Standardized Fluid Transfer form: • when transferring any fluid covered under this procedure • by personnel directly involved in the fluid transfer **NOTE:** Companies may use their own standardized equivalent form.	☐
Never leave fluid transfer unattended	☐

After Fluid Transfer

To ensure job site is free from contaminants after fluid transfer:

Take every precaution when breaking connections.	☐
Use secondary containment and absorbent pads until rig down is complete	☐
Inspect and verify the proper positioning of all valves	☐
Clean all containments and ensure liquid is removed	☐
Ensure hoses are: • Drained and blown down before disconnecting • Connected back on themselves • Ends capped, or stuffed with absorbent to prevent dripping • Outer surfaces are cleaned of excess oil and grease • Demobilized and stored so they will be protected from punctures and tears	☐
Perform a final site walkdown	☐