



# Frequently Asked Questions about Operations Manual for Class 2 Facilities

Spill Prevention, Preparedness and Response Program (SPPR)

## **Q: What is an Operations Manual?**

**A:** An Operations Manual thoroughly describes the oil handling products, processes, and precautions taken by your facility. It is based on the Department of Ecology's rule [WAC 173-180](#); PART D: Operations Manual Requirements for Class 1 and Class 2 Facilities.

## **Q: When must I submit an Operations Manual?**

**A:** For existing mobile facilities—for example, fuel trucks—operation manuals were due to the Department of Ecology on February 25, 2007. Mobile facilities beginning transfer operations after that date must submit an Operations Manual 90 days prior to conducting oil transfers.

## **Q: Why do I need an Operations Manual?**

**A:** Very likely you already have something similar. This required manual provides you with a one-stop reference containing all of your facility's procedures for transferring oil in a safe, consistent and environmentally sound manner. As such, it documents the standard for your employees.

## **Q: Is there a required format for Operations Manuals?**

**A:** No, the manual should be formatted to best suit your operators' needs. However, some features are required. The manual must include: a system of chapters and sections; a plan for replacement of individual chapters; and space for adding appendix pages. For a description of helpful features, see the "[Operations Manual Review Guide](#)."

## **Q: Does the "Operations Manual Review Guide" cover only Class 2 facilities?**

**A:** No, this guide covers both Class 1 and Class 2 facilities. However, the guide indicates when requirements apply to only one of the Classes, or to both.

Information on this topic can be accessed through Ecology's Web site. The address is:

<http://www.ecy.wa.gov/...>

*If you need this publication in an alternative format, please call the Spills Program at 360-407-7455. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.*