**DELIVERING FACILITY TRANSFER CHECKLIST**

Transfer start date: ______ Time: ______ Duration: ______ Location: ______

Inspection start date: ______ Time: ______ Duration: ______

Bunkering: Yes / No

Pre-boom: Yes / No

**Deliverer:** Class 1 [ ] Class 2 [ ] Class 3 [ ]

**Receiver:** Ship [ ] Tank Barge C&P F/V [ ] Other [ ]

**Company:**

Name of PIC:

**Transfer at:**

- Rate A (>500gpm) [ ]
- Rate B (≤500gpm) [ ]
- ANT #: [ ]

**Product information:** type(s) and qty, (bbl/liter/metric ton/gal): ______

**Weather:**

- Wind speed/direction:
- Water speed: ______
- Wave height: ______

**Deliverer:**

Name: __________________________________

**Name of PIC:**

Name: __________________________________

**Company:**

Name: __________________________________

** IMO/Off #:___________

**Company:**

Name: __________________________________

** IMO/Off #:___________

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**WAC 173-180**

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<tr>
<th>REQUIREMENT</th>
<th>✓, X, or N/A</th>
<th>REMARKS</th>
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<td>PICs carrying, or readily available, designation as PIC</td>
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<td>Proof of completing company T&amp;C program, carry or available</td>
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<td>Hose/jiping/transfer assembly properly supported</td>
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<td>Hose integrity visually checked prior to the transfer</td>
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<td>205(1)(g)</td>
<td>Hoses or loading arms long enough to allow movement</td>
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<td>205(1)(h)</td>
<td>Hoses free of visible defects and sources of chafing</td>
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<td>246</td>
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<td>246(6)</td>
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<tr>
<td>221(3) – Rate A only</td>
<td>Are Safe and Effective Thresholds exceeded? Y / N</td>
<td></td>
</tr>
<tr>
<td>221(3)(j) – Rate A only</td>
<td>Tracking system functional and on scene or quickly available (30 Mins)</td>
<td></td>
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**General comments/recommendations:**

- Facility in compliance with State Oil Transfer Regulations
- Facility in violation of State Oil Transfer Regulations as identified, corrective measures required

**Check mark “✓” denotes compliance, “X” denotes a violation, “N/A” = Not Applicable**

**PIC Del. Facility:**

Name: ____________________________

**Date:** _________________________

**Inspector:**

Name: ____________________________

**Date:** _________________________

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All boom and associated equipment, including the equipment used to meet alternative measure requirements found in subsection (7) of this section. When pre-boom oil transfers when it is safe and effective to do so. When pre-boom oil transfers when it is safe and effective to do so.

(4) Each PIC must carry or have readily available evidence of designation as a Rate A deliverer. When the PIC has been made according to the operations manual.

(1) All oil transfer operations must be conducted in accordance with the facility’s approved operations manual.

(2) The entire ladder and the portion of the facility and ship’s deck where access is provided must be illuminated during low light or wave events.

(3) In the event weather conditions make the access unsafe, the deliverer must be able to complete deployment of the remaining boom, should it be necessary for containment, protection, or recovery purposes.

(7) Rate A alternative measures. Rate A deliverers must use the following equipment:

(a) Prior to starting the oil transfer operation, the deliverer must deploy the boom so that it completely surrounds the vessel(s) and facility. The deliverer must verify that the boom reaches the hold(s) on the vessel involved in the transfer, or two thousand feet, whichever is less, and that sufficient time has been allowed for the boom to reach the area. In addition to the boom, the deliverer must have the following recovery equipment available on-site:

(i) Containers suitable for holding the recovered oil and oily water;

(ii) The boom must be deployed with a minimum stand-off of five feet away from the sides of a vessel, measured at the waterline. This stand-off may be modified for short duration needs to make certain a facility or ship’s deck is not blocked.

(i) The deliverer must periodically check the boom positioning and deployment needs during the pre-transfer conference and specifically during tidal changes and significant wind or wave events.

(ii) In addition to pre-boom, the deliverer must have the following recovery equipment available on-site:

(i) Containers suitable for holding the recovered oil and oily water;

(ii) The deliverer must periodically check the boom positioning and deployment needs during the pre-transfer conference and specifically during tidal changes and significant wind or wave events.

(iii) Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land.

(3) In order to pre-boom transfers, the deliverer must have, prior to the transfer, access to boom four times the length of the largest vessel involved in the transfer, or two thousand feet, whichever is less.

(4) An oil transfer operation will not begin unless a person proficient on the facility who can stop the flow of oil.

(5) If a PIC orders an emergency shutdown, the shutdown must be ordered. For all transfer operations involving Class 1, 2, or 3 facilities must have an emergency shutdown capable of stopping the oil transfer or the deliverer may pre-boom the portion of the transfer area which will provide for maximum containment of any oil spilled into the water.

(7) Rate A deliverers must use the following equipment:

(a) The delivering PIC must be located at the PIC's usual work station and be able to complete the conference described in WAC 173-180-235.

(b) In addition to the boom, the deliverer must have the following available on-site:

(i) Containers suitable for holding the recovered oil and oily water;

(ii) Non-sparking hand scoops, shovels, and buckets;

(iii) Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land.

(1) Records required by this section or the alternative measures found in this section. (2) The determination of safe and effective must be made prior to the start of the transfer operation. The delivery must be boomed so that it completely surrounds the vessel(s) and facility. The delivery must verify that the boom reaches the hold(s) on the vessel involved in the transfer, or two thousand feet, whichever is less.

(7) The PICs must verify at the start of the transfer that the tanks designated in the preload plan or cargo transfer plan are receiving oil at the correct rate and the vessel is being tracked to ensure the delivery is being made in accordance with the operations manual.

(2) If a Rate B deliverer fails to meet the pre-transfer conference requirements, the PICs may elect to use radio communication.

(3) Provide the safe access.

(5) The facility or vessel’s procedures to regularly monitor all oil transfer equipment available on-site:

(i) Containers suitable for holding the recovered oil and oily water;

(ii) Non-sparking hand scoops, shovels, and buckets;

(iii) Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land.

(1) All hoses or piping used in an oil transfer operation must meet the following criteria: (a) Hoses or piping must be supported so as to avoid elongated or deteriorated.

(2) In addition, the deliverer must have the following recovery equipment:

(i) Containers suitable for holding the recovered oil and oily water;

(ii) Non-sparking hand scoops, shovels, and buckets;

(b) In addition to the boom, the deliverer must have the following recovery equipment available on-site:

(i) Containers suitable for holding the recovered oil and oily water;

(ii) Non-sparking hand scoops, shovels, and buckets;

(iii) Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land.

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(iii) Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land.

(7) Rate A deliverers must use the following equipment:

(a) Prior to starting the oil transfer operation, the deliverer must deploy the boom so that it completely surrounds the vessel(s) and facility. The deliverer must verify that the boom reaches the hold(s) on the vessel involved in the transfer, or two thousand feet, whichever is less.

(4) Both PICs must be capable of ordering or activating an emergency shutdown.

(5) If a PIC orders an emergency shutdown, the shutdown must be ordered.

(6) To meet the requirements of subsection (3) of this section, the emergency shutdown must be either of the following: (a) An electronic voice communication device that is electrically interconnected to the facility; or (b) An electronic voice communications system continuously operated by a person on the facility who can stop the flow of oil.