



WASHINGTON STATE
 Department of Ecology
 Spill Prevention, Preparedness, and Response Program
 Prevention Section
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DELIVERING FACILITY TRANSFER CHECKLIST

Transfer Start Date: ___/___/___ Time: ___:___ Duration: ___:___ Location: _____
 Inspection Start Date: ___/___/___ Time: ___:___ Bunkering: Yes No
 Inspection End Date: ___/___/___ Time: ___:___ Pre-Boom: Yes No
 Inspector(s) Involved: _____

Deliverer: Class 1 Class 2 Class 3 Receiver: Barge Ship Tank C&P F/V Other
 Name: _____ Name: _____ IMO/Off # _____
 Company: _____ Company: _____
 Name of PIC: _____ Name of PIC: _____

Transfer at: Rate A (>500gpm) Rate B (≤ 500gpm) ANT #: _____ [per WAC 173-180.215(1)]

Product Information, Type(s) and Qty. (Bbl/Liter/Metric Ton/Gal): _____

Lat/Long (if not at Berth or Anchorage recognized by MIS): _____

Weather: _____ Wind Speed/Direction: _____ Water Speed: _____ Wave Height: _____

WAC 173-180	REQUIREMENT	✓ or X	REMARKS
040	Recordkeeping		
040(1)(a)	Declaration of Inspection (DOI)		C
040(1)(a)	Preload Plan		C
055	Work Hours		
055(1)	Personnel within work hour limits		B
060	Personnel Qualifications		
060(1)	Designated PICs supervising the oil transfer operation		A
060(4)	PICs carrying, or readily available, designation as PIC		C
060(5)	Proof of completing company T&C program, carry or available		Class I & 2 Facility PIC only C
205	Oil Transfer Equipment		
205(1)(a)	Hose/piping/transfer assembly properly supported		A
205(1)(a)	Hose integrity visually checked prior to the transfer		B
205(1)(b)	Hoses or loading arms long enough to allow movement		A
205(1)(c)(d)	Hoses free of visible defects and sources of chafing		A
205(1)(e)	Hose ends blanked tightly when hoses are moved		B
245	Oil Transfer Procedures		
245(2)(a - g)	Connections properly made and leak free		A
245(3)	Means to contain/recover drips from transfer connections		B
245(4)	Automatic shutoff nozzle and portable containment each tank vent		If no fixed containment B
245(7)	At start-up: tanks checked– to ensure receiving oil at expected rate		A
250	Emergency Shutdown		
250(1-6); 245(8)	Facility has proper emergency shutdown system and procedures		A
221 & 222	Rate A & Rate B Transfer Requirements		
221(6)(7); 222(2)	Required amount of boom available		B
221(6)(7); 222(1)(2)	Suitable cleanup materials available		B
	If using Alternative Measures:		
070(1)	Equivalent Compliance plan on file? Y/N Compliant with ECP		C
221(3)	Safe and Effective Thresholds exceeded? Y/N If yes, was ECY Boom Reporting Form submitted – Rate A only		C
	If Pre-Booming		
221(6); 222(1)	Boom correctly deployed		B

WAC 173-180	REQUIREMENT	✓ or X	REMARKS
221(6)(a); 222(1)	Minimum stand-off of five feet		B
221(4)	Multiple oil transfers simultaneously? Y/N Rate A only If yes, suitable portions pre-boomed or alternative measures used?		B
221(5)	Deliverer able to quickly disconnect all boom in the event of an emergency - Rate A only		A
221(6)(a); 222(1)	Boom periodically checked		B
225	Providing Safe Vessel Access		
225(1)(2)(3)	Access between vessel and facility safe		B
230	Preload Plan Requirements		
230(1) - (5)	Proper preload plan prepared		B
235	Pre-transfer Conference		
235(1); 245(5)	PICs held a face-to-face meeting prior to transfer operation		B
235(2)(b); 245(9)	Contents of the DOI discussed. DOI complete, no deficiencies		B
235(2)(a)	Preload or cargo transfer plan discussed		B
245(6)	Capacity of tank(s) >volume transferred & valve alignment checked		B
235(2)(c)	Way to communicate soundings, changing tanks, topping off		B
235(2)(e)	Emergency shutdown procedures discussed		B
220(2)(a)	Expected transfer rates (A or B) agreed on		C
235(2)(f); 221(2)	Threshold values for weather and sea conditions identified		C
235(2)(f)	Expected weather and/or sea conditions discussed		C
235(3)	Vessel's point-of-transfer and deck-rover watch identified		(vessel > 300 gross tons) C
235(2)(d)	Shift change procedures discussed		C
235(4)	English language proficiency		B
240	Communications		
240(1)	Continuous two-way voice communication between the PICs		A
240(2)(a - c)	Two portable communication devices and air horn available		B
240(3)	Personnel know and use English phrases and hand signals		B
245	Shift change procedures		
245(10)(a - c)	Proper shift change procedures followed		B

Preliminary Inspection Report

Deficiencies Noted:

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: _____ Date: _____

Inspector: _____ Date: _____

Excerpts from Chapter 173-180 WWAC Facility Oil Handling Standards

WAC 173-180-030 Compliance with federal rule or law.

(1) Any person with oil handling and transfer duties must comply with applicable provisions of federal law and regulation governing licensing and documentation, equipment, operations and oil transfers.

WAC 173-180-040 Recordkeeping. (1) Records required by this chapter must be maintained and available to ecology for a minimum of three years, except for the following: (a) Preload plans and declaration of inspection (DOI) kept for at least thirty days from date of the oil transfer operation.

WAC 173-180-055 Work hours. (1) Personnel with oil transfer duties may not work more than sixteen hours in any twenty-four-hour period, nor more than forty hours in any seventy-two-hour period, except in an emergency or spill response operation.

WAC 173-180-060 Personnel qualifications. (1) The owner or operator of a Class 1, 2, or 3 facility must designate a PIC in writing. A designated PIC must supervise all oil transfer operations.

(4) Each PIC must carry or have readily available evidence of designation as a PIC when engaged in an oil transfer operation.

(5) All Class 1 and 2 personnel involved in a transfer must carry or have readily available evidence of completion of the facility's training and certification program.

WAC 173-180-205 Oil transfer equipment at Class 1, 2, 3, and 4 facilities.

(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 crushing or excessive strain. Flanges, joints, hoses, and piping must be visually checked prior to the transfer for cracks and signs of leakage.

(b) All hoses and loading arms are long enough to allow the vessel to move to the limits of its moorings without placing strain on any component of the oil transfer equipment. (c) Each hose must have no unrepaired loose covers, kinks, bulges, soft spots, or any other defect which would permit the discharge of oil or hazardous material through the hose material and no gouges, cuts, or slashes that penetrate the first layer of hose reinforcement. (d) Hoses or piping must not be permitted to chafe on the dock or vessel or be in contact with any source that might affect the integrity of the hoses. (e) Hose ends must be blanked tightly when hoses are moved into position for connection, also immediately after they are disconnected, and residue drained either into the vessel tanks or into suitable shore receptacles before they are moved away from their connections.

WAC 173-180-220 Transfer containment and recovery requirements.

(3) To meet the requirements of this chapter, the deliverer must have personnel trained in the proper use and maintenance of boom and recovery equipment.

(4) All boom and associated equipment, including the equipment used to deploy the boom, must be of the appropriate size and design for the environmental conditions encountered in the transfer area(s) based on the manufacturers' specifications.

WAC 173-180-221 Rate A pre-booming requirements and Rate A alternative measures requirements. (1) The Rate A deliverer must pre-boom oil transfers when it is safe and effective to do so. When pre-booming is not safe and effective, the deliverer must meet the alternative measure requirements found in subsection (7) of this section. (2) The determination of safe and effective must be made prior to starting a transfer or, if conditions change during a transfer.

(3) When it is not safe and effective, or when conditions develop during a pre-boomed transfer that require removal of the boom, the Rate A deliverer must report this finding to ecology and meet the alternative measures found in subsection (7) of this section. The *Ecology Boom Reporting Form* must be used for this purpose, and submitted by e-mail or facsimile prior to the transfer and/or immediately when conditions have changed.

(4) If multiple oil transfers are occurring simultaneously with a single vessel, and one product transferred is not appropriate to pre-boom, then that portion of the transfer where it is unsuitable to pre-boom must use the alternative measures found in subsection (7) of this section.

(5) For the purposes of this section, the deliverer must be able to quickly disconnect all boom in the event of an emergency.

(6) Rate A pre-booming requirements.

(a) 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. The deliverer must deploy the boom such that it completely surrounds the vessel(s) and facility/terminal dock area directly involved in the oil transfer operation, or the deliverer may pre-boom the portion of the vessel and transfer area which will provide for maximum containment of any oil spilled into the water.

(i) 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 durations needed to meet a facility or ship's operational needs.

(ii) The deliverer must periodically check the boom positioning and adjust as necessary throughout the duration of the transfer and specifically during tidal changes and significant wind or wave events.

(b) In addition to pre-booming, 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; and

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

(c) For pre-boomed transfers, within one hour of being made aware of a spill, 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 these alternative measures when it is not safe and effective to meet the pre-booming requirements.

(a) To meet the alternative measures requirements the deliverer must have access to boom four times the length of the largest vessel involved in the transfer, or two thousand feet, whichever is less.

(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; and

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

WAC 173-180-222 Rate B pre-booming requirements and Rate B alternative measures requirements.

(1) Rate B pre-booming requirements. The Rate B deliverer must choose to meet either the following pre-booming requirements in this section or the alternative measures found in subsection (2) of this section. If pre-booming is chosen, then:

(a) Prior to starting the oil transfer operation, the deliverer must deploy boom so that it completely surrounds the vessel(s) and facility/terminal dock area directly involved in the oil transfer operation, or the deliverer may pre-boom the portion of the vessel and transfer area which will provide for maximum containment of any oil spilled into the water.

(i) The deliverer must deploy the boom with a minimum standoff of five feet away from the sides of a vessel, measured at the waterline. This stand-off may be modified for short durations needed to meet a facility or ship's operational needs;

(ii) The deliverer must periodically check boom positioning and adjust the boom as necessary throughout the duration of the transfer and specifically during tidal changes and significant wind or wave events;

(b) In addition, 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; and

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

Excerpts from Chapter 173-180 WWAC Facility Oil Handling Standards

(2) Rate B alternative measures requirements. If a Rate B chooses alternative measures, then:

(a) Prior to starting the oil transfer operation, the deliverer must have access to boom sufficient to completely surround the vessel(s) and facility/terminal dock area directly involved in the oil transfer operation, or the deliverer may pre-boom the portion of the vessel and transfer area which will provide for maximum containment of any oil spilled into the water.

(b) In addition, 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; and

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

WAC 173-180-225 Providing safe vessel access. A Class 1 or 3 facility must provide safe access for personnel if the vessel cannot provide the safe access.

(1) The access must be secured both top and bottom to prevent movement of the access platform.

(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 low visibility situations and without glare to the persons using the access.

(3) In the event weather conditions make the access unsafe, the PICs may elect to use radio communication.

WAC 173-180-230 Preloading or cargo transfer plan requirement.

Prior to any oil transfer, a transfer plan must be filled out and discussed between the delivering and receiving PICs. A facility must not begin a transfer until this plan has been discussed during the pre-transfer conference described in WAC 173-180-235. The plan must, at a minimum, include:

(1) Identification, location and capacity of the vessel's tanks receiving oil;

(2) Level and type of liquid in all bunker or cargo oil tanks prior to the oil transfer;

(3) Final ullage or innage, and percent of each tank to be filled;

(4) Sequence in which the tanks are to be filled; and

(5) The facility or vessel's procedures to regularly monitor all receiving tank levels and valve alignments during the transfer operation.

WAC 173-180-235 Pre-transfer conference. (1) Before the start of an oil transfer operation, the PICs must hold a face-to-face pre-transfer conference. If the PICs determine weather conditions prevent safe access, PICs may communicate via radio.

(2) The PICs must discuss and agree upon: (a) The preloading or cargo plan; (b) The contents of the declaration of inspection (DOI) required under 33 CFR 156.150; (c) Procedures for communicating soundings, changing over tanks, and beginning topping off; (d) Shift change procedures; (e) Emergency shutdown procedures and identify all means to shut down the oil transfer operation in an emergency; and (f) Expected weather and/or sea conditions and threshold values for weather and sea conditions above which oil transfer operations must cease.

(3) During a pre-transfer conference that involves a covered vessel, the point-of-transfer watch and deck-rover watch must be identified to PICs.

(4) An oil transfer operation will not begin unless a person proficient in both English and a language common to the vessel's officers and crew is present at the pre-transfer conference.

WAC 173-180-240 Communications. (1) The facility PIC must ensure continuous two-way voice communication is usable and available in all weather conditions as well as all phases of the transfer operation between the PICs.

(2) The facility PIC must ensure at least the following are available for use during the oil transfer operation: (a) Two portable communication devices that are intrinsically safe; and (b) An air horn for emergency signals.

(3) The PICs must ensure personnel involved in the oil transfer operation know and use English phrases and hand signals to communicate the following instructions during the oil transfer: "Stop," "hold," "wait," "fast," "slow," and "finish."

WAC 173-180-245 Oil transfer procedures. For all transfer operations involving Class 1, 2, or 3 facilities must comply with the transfer procedures in 33 CFR 156 and 154 and the following:

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

(2) Ensure that transfer connections have been made according to the operations manual: (a) Use appropriate material in joints and couplings to ensure a leak-free seal; (b) Use either: (i) A bolted or full threaded connection; or (ii) A quick-connected coupling with a means of securing the coupling to prevent accidental release. (c) Use a new compressible gasket appropriate for the product and transfer pressure; (d) Use a bolt in every available hole;

(e) Use bolts of the correct size in each bolted connection; (f) Ensure that each bolt is properly torqued to distribute the load to ensure a leak-free seal; (g) Do not use any bolt that shows signs of strain or is elongated or deteriorated.

(3) Have the means to contain and recover any drips from connections within the oil transfer system.

(4) Deliverers providing oil to vessels without fixed containment must use automatic back pressure shutoff nozzles and also provide enough portable containment for each tank vent on the vessel.

(5) Conduct a pretransfer conference as defined in WAC 173-180-235.

(6) Ensure that the available capacity in the receiving tank(s) is (are) greater than the volume of oil to be transferred and all other valves which could influence the routing of the transferred oil are properly aligned.

(7) The PICs must verify at the start of the transfer that the tanks designated in the preload or cargo transfer plan are receiving oil at the expected rate.

(8) Each PIC must ensure that the means of operating the emergency shutdown system is immediately available while oil is transferred between the deliverer and receiver.

(9) A PIC must refuse to initiate or must cease transfer operations with any vessel which: (a) Has not provided complete information as required by the DOI;

(b) Has refused to correct deficiencies identified by the PIC during the pretransfer conference; or (c) Does not comply with the operations manual or does not respond to concerns identified by the PIC.

(10) When a PIC shift change occurs the departing PIC must: (a) Discuss the preload plan and transfer rate with the arriving PIC; (b) Notify the PIC at the other side of the transfer that a shift change is taking place; and (c) Ensure the relieving PIC reads and signs the DOI.

WAC 173-180-250 Emergency shutdown. (1) Class 1, 2, or 3 facilities must have an emergency shutdown capable of stopping the flow of oil from the fixed or mobile facility to a vessel.

(2) The emergency shutdown must be located at the PICs usual operating station and at the dock manifold if not the same location.

(3) For oil transfers, the emergency shutdown must stop the flow: (a) Within sixty seconds for any facility or portion of the facility that started transferring oil on or before November 1, 1980. (b) Within thirty seconds for any facility or portion of the facility that transfers oil after November 1, 1980.

(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 activated immediately.

(6) To meet the requirements of subsection (3) of this section, the emergency shutdown must be either of the following: (a) An electrical, pneumatic, or mechanical linkage 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.