

Refuels Ltd – Decanting Procedures & Emergency Actions V9

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Reference Material:	European Agreement Concerning the Carriage of Dangerous Goods By Road (ADR 2023) The Carriage of Dangerous Goods by Road Regulations 2009 DSEAR Dangerous Substances & Explosive Atmospheres Regulations 2002
Contact:	Refuels Ltd

1. Introduction

The Refuels storage tanks are all 15,000ltr purpose built petroleum distillate storage vessels designed to comply with UL2085 / NS EN 12285-2: 2005 and the requirements of the EA Regulatory Position Statement. They are impact protected, fire resistant, self-bunded and have overfill prevention alarm systems installed.

Every Refuels tank is fitted with electronic monitoring that functions both remotely and as part of the tank user display in cabinet. The monitoring system is interlocked with the tank control cabinets to ensure that access is granted to authorised users only when there is sufficient ullage to receive a consignment.

The tanks, equipment and process is designed specifically for the receipt of product from appropriate equipped fuel evac vehicles. Whilst the tanks have been sited in suitable environments in respect to locations, access and similar it is important that as independent site and tank users that you:

1. Are inducted into any site that requires it.
2. Are familiar and comply with any site rules – such as speed limits and traffic flows.
3. Consider 'man down' arrangements for lone workers.
4. Only use authorised vehicles and operatives.
5. Maintain security vigilance.
6. Comply with the requirements as set out in this document.

Untrained persons and / or unauthorised vehicles are prohibited from using Refuels equipment. Access keys are provided to individual authorised users and cannot be handed onto 3rd parties.

Note: Any vehicle engaged in uplifting from Refuels Ltd Tanks must have appropriate ATEX Approved Petroleum Uplifting Equipment and have a current Safe Loading Pass.

2. Uplifting Procedure**Site Requirements**

- On arrival at site ensure that where a site induction and / or sign in is required that it is completed.
- Ensure that any site specific rules are complied with.
- Determine whether any activities are taking place that can compromise the safety of your operation.
- Determine whether any activities are taking place that can compromise the security of your operation.
- Determine whether any conditions prohibit your operation such as: thunderstorms, hot work & damaged equipment.

Setup

1. Park the vehicle appropriately adjacent to the tank and engage the parking brake.
2. Switch off the vehicle engine unless required to be running as part of the uplifting operation.
3. Switch off or secure away any mobile telephones and ensure that any sources of ignition such as cigarette lighters are not carried.
4. Wear PPE including high visibility clothing, ear protection and gloves.
5. Check for any activities or site issues that could compromise your safety.
6. If it is dark or during inclement weather ensure that adequate lighting is available in your work area.
7. Use traffic cones to mark out your safe working area and lay any safety warning signs that you have appropriately.
8. Ensure that your spill kit is available for access.
9. Ensure that you fire extinguisher is available for use.
10. Securely attach your vehicle earth strap / lead to the earth connection point of the Refuels tank.

2. Uplifting Procedure**Operation**

11. Unlock Control Cabinet door with key. Secure open door with hook provided.
 12. Check the display unit and confirm the storage tank has sufficient ullage for the delivery
 13. Once sufficient ullage is confirmed, commence start procedure as follows;
 - a) Press and release the green 'start button'.
 - b) Wait until the display reads 'ready'.
 - c) Touch and hold your driver ID Tag against the silver ID contact position until you hear the buzzer.
 - d) When the buzzer sounds and the display reads 'start XXXXX' you have 15 seconds to open cabinet B.
 - e) Open Cabinet B and begin your decanting procedure.
 14. Place your drip mat inside the fill cabinet.
 15. Connect the 'vapour recovery' hose from the vehicle to the Refuels tank.
 16. Connect the 'dry break uplift' hose coupling from your vehicle. Open valve and begin the Uplifting procedure.
- Note – If the high level alarm sounds cease discharge immediately and contact ReFuels.
17. On completion of uplifting, disconnect the 'dry brake uplift' hose then disconnect the 'vapour recovery' hose, take out the drip mat and close the Fill Cabinet door B. The solenoid powered lock will activate automatically. Check door is securely closed.
 18. Press and hold the red 'finish' button in cabinet A and wait until the display reads thank you.
 19. Ensure that cabinet B and cabinet A are locked and secure.
 20. All transactions will automatically be date and time stamped and allocated to the key fob. Full details will be 'exported' to Refuels Ltd.

Shutdown

- ⚡ Ensure that the operational area is clean, free from spills and secure.
- ⚡ Stow vehicle equipment.
- ⚡ Comply with site rules including signing out and locking of access where required.
- ⚡ Report any problems or issues immediately using the emergency number.

3. Emergency Actions

Incidents requiring action are:

- A fire or explosion
- A leak or spillage of product during transfer to and from the storage tank or from the vehicle.

FIRE or EXPLOSION ACTIONS

Any person discovering a fire or explosion:

- STOP process.
- Inform all personnel on site.
- Activate any alarm system on site.
- Call the fire brigade (Dial 999).
- Attack the fire, if possible, using the extinguishers provided. Do not take risks.
- Evacuate site and report to an assembly point outside the premises entrance.
- Inform Refuels Ltd.

FUEL SPILLAGE ACTIONS

In the event of a leak or spillage speed is of the essence:

- Isolate all pumping equipment and close any valves to the storage tank or vehicle.
- Use the site spill kit to contain and keep contaminated area to a minimum.
- Prevent leak/spill from entering any drainage system.
- Inform all personnel on site.
- Activate any alarm system on site.