

GROUP OPERATING PROCEDURE



Title:	All Sites Bulk Slops from Vessel to Onshore Storage Tanks
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DOCUMENT CONTROL

Doc. Reference	GOP-WM-046	Function	Waste Management - Industrial Services
Revision Date	02/09/2021	Group Owner	UK Industrial Services Manager
Rev. Number	7	Group Approver	Head of Waste & Decommissioning

APPROVED VARIANCE

Currently there are no approved variances for this Group Operating Procedure.

DOCUMENT REFERENCES

Internal References	<ul style="list-style-type: none"> FRM-GOP-HSSEQ-048.01 - Toolbox Talk Form FRM-GOP-WM-046.01 - Vessel Disposal Sheet FRM-GOP-WM-046.02 - Notice of Readiness and Disposal Checklist FRM-GOP-WM-046.03 - Bulk Slops Verification WA-GOP-WM-046.03 - Tanker Discharge at Damhead ETP
External References	<ul style="list-style-type: none"> GOMO Appendix 10-F, Carriage of Oil Contaminated Cargoes on Offshore Support Vessels, ANNEX 10-F-2. SEPA - Waste Transfer Note EA - Waste note

DOCUMENT SCOPE / PURPOSE

The scope of this document is to define the process for the removal of bulk liquid wastes (slops etc) from supply vessels to onshore storage tanks.

REVISION HISTORY

Rev	Date	Comment
1.0.0	12/02/2016	Creation of the procedure
2	13/11/2017	Update to new format and review
3	08/02/2018	Addition of Work Aids WA-GOP-WM-046.01 and WA-GOP-WM-046.02
4	31/07/2018	Link to verification added
5	24/06/2019	Procedure review
6	13/11/2020	Update to new format and review
7	02/09/2021	Update procedure to include process for breaks.

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1.0 Requirements of this Procedure
The requirement of this procedure is to define the correct process for the removal of bulk liquid wastes (slops etc) from supply vessels to onshore storage tanks.
2.0 Responsibility Summary
This document is relevant to the following roles: <ul style="list-style-type: none">• UK Industrial Services Manager• Industrial Services Supervisor• Tank Cleaning Supervisor• Industrial Services Operatives• Tank Cleaners• Clients• Vessels• Quayside operations• Surveyors• Site/location Chemists
3.0 Abbreviations & Definitions
MSDS - Material Safety Data Sheet SEPA - Scottish Environment Protection Agency EA - Environment Agency pH - In chemistry, pH is a numeric scale used to specify the acidity or basicity of an aqueous solution. GOMO - Guidelines for Offshore Marine Operations.
4.0 Disposal/Offload Pre-Work Preparation
<ul style="list-style-type: none">• The Client will contact Industrial Services Manager or Supervisor with disposal / offload details• Confirm volumes to be disposed of and tank storage capacity availability, Tank Farm Manager / Supervisor to delegate tank(s) for disposal.• Check product type for compatibility and any anomalies to be reported to tank farm manager / supervisor and client prior to discharge• A suitable berth will be allocated adjacent to the storage facility chosen to receive the disposal / offload• Staff will be mobilised to the work site and will be waiting quayside when the vessel arrives• 2 persons minimum must be present at all times• A client appointed Surveyor to be present (As required)• All staff going on board a vessel must sign in/out in the visitor's logbook onboard the vessel• All task related staff will take part in a Toolbox Talk using form - FRM-GOP-HSSEQ-048.01 to ensure personnel are aware of job scope including rolls and responsibilities• The Supervisor or delegate will access the vessels bridge• Annex 10-F-2 Analysis Form and MSDS to be picked up from the vessels bridge• SEPA/EA notes to be compiled by the vessel & ASCO• Radios will be issued by the vessel and must be used at all times when completing any type of discharge /offload and communications checked prior to discharge

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- It is mandatory that quayside staff don life jackets when working within the 1 x meter zone or passing hoses and equipment to/from vessels
- Gas test each tank prior to discharge, H2S levels must be 0ppm to allow discharge. Complete [FRM-GOP-WM-046.01](#) - Vessel disposal sheet
- Check pH levels of liquid in each tank. PH levels for onshore discharge are to be GREATER THAN 7.5 and LESS THAN 11, if the pH level is close to the 7.5 lower limit then a Chemist, Competent Person or 3rd Party will be requested to check with an electronic pH meter
- Check flash point is above 60 Degrees C and Base oil flash point noted on Annex 10-F-2 Analysis Form
- Complete [FRM-GOP-WM-046.02](#) - Notice of readiness and disposal checklist form.

5.0 Vessel Disposal/Offload

Vessel disposal procedure.

- Roll out the discharge hose and check for damage, damaged hoses to be removed from service immediately
- All hose maintenance will fall under location specific hose management plans
- Attach one end of hose to the boat discharge connection point
- The other end of the hose connected to the tank farm connection point
- Tank reading for all tanks in the tank farm must be taken before vessel discharge commences and recorded for reference
- The quayside operator will open the valves to the selected tank ready to receive waste
- Quayside lines are to be blown through with air before discharge to confirm clear to the receiving tank
- Vessel crew to open valves on deck when ready to pump slops ashore
- By the use of radio only, quayside operators to give instruction to the vessel to start pumping the waste ashore
- One person on quayside and the other at the storage tank to confirm the receipt of the waste
- Continuously monitor for leaks, if found pumping is to stop. Locate the source of the leak, repair and clean up spillage. When satisfied the leak is contained, re-commence pumping
- Constantly check the levels of all tanks to mitigate any potential overfilling via faulty valves.
- Comfort breaks may be required due to adverse weather conditions or extended offload duration due to large quantities of slops. If a break is required, then all pumping operations must stop, and all valves closed while comfort breaks are taken. This must be communicated to and acknowledged by the vessel and surveyor.

The above process must be continued until the vessel has been emptied.

- The vessel will confirm by radio that the disposal has been completed and the pumps are turned off
- All valves to the tank farm will now be shut
- Air lines from a compressor/air supply will be connected to the dedicated air tie in point
- Quayside Operators are to turn on the compressor and blow back the line to the vessel
- Once the waste line is confirmed empty, the air supply will be turned off
- The vessel will now shut all deck valves
- Once the vessel has confirmed all valves are closed the hose can now be disconnected and rolled up/stored in a suitable location
- Radios to be returned to the Vessel
- Disposal Sheet, Surveyor Report and SEPA/EA Note must be signed prior to leaving the vessel

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- All staff to sign out on the visitor's logbook
- All documents to be handed into the ASCO office.

6.0 Samples

Samples are to be taken from each tank that contains slops/waste for disposal/offload at the start, intermediately and on completion as required.

Each sample is to be labelled with the following information:

- Date / Time
- Location (port & berth)
- Vessel Name
- Tank Identification Number
- Description of Waste
- Receiving Tank Number
- Quantity discharged.

Sampling is to be recorded on [FRM-GOP-WM-046.01](#) Vessel Disposal Sheet.

All samples must be handed into the site chemist for analysis & details added to the sample logbook.

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