



WASHINGTON STATE  
 Department of Ecology  
 Spill Prevention, Preparedness, and Response Program  
 Prevention Section  
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**OPERATIONS MANUAL (OM) REVIEW CHECKLIST – CLASS 1**

Name of Facility: \_\_\_\_\_

Physical Location of Facility: \_\_\_\_\_

\_\_\_\_\_

Ecology Reviewer: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Washington State Department of Ecology (Ecology)

**WAC 173-180-410 Operations Manual Preparation**

\_\_\_ Has the OM been reviewed and stamped by the US Coast Guard? \_\_\_\_\_

**WAC 173-180-415 Operations Manual Format Requirements**

\_\_\_ Is there a detailed table of contents? (Chapter, section, appendix numbers and titles, tables and figures) \_\_\_\_\_

\_\_\_ Is there a cross-reference table for ready location of materials in the c-plan, p-plan, or USCG Operations Manual? \_\_\_\_\_

\_\_\_ Will the format allow replacement of chapter and appendix pages with revisions, avoiding replacement of the entire manual? \_\_\_\_\_

\_\_\_ For electronic copies of the OM manual, how will changes be distributed? \_\_\_\_\_

\_\_\_ Is there a log sheet to record amendments to the OM? (At the front of the manual, includes date of revision, description of the purpose of the amendment, and the initials of the person making the change)

Comments: \_\_\_\_\_

\_\_\_\_\_

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**WAC 173-180-420 Operations Manual Content Requirements**

\_\_\_ Does the OM contain a complete-enough description of the equipment and procedures used for the transfer, storage, and handling of oil, such that the best achievable protection for public health and the environment, and against oil spills has been accomplished? \_\_\_\_\_

\_\_\_ Is there a submittal agreement? \_\_\_\_\_

**Does the submittal agreement:**

- \_\_\_ Have name, address and phone number of submitting party? \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_ Verify acceptance of the OM by signature of the owner/operator or by a person with the authority to bind the corporation which owns the facility? \_\_\_\_\_  
\_\_\_\_\_
  - \_\_\_ Name of person verifying acceptance: \_\_\_\_\_
  - \_\_\_ Commit the owner/operator to the execution of the OM? \_\_\_\_\_
  - \_\_\_ Verify the authority of the OM holder to make the expenditures needed to execute the provisions of the OM? \_\_\_\_\_
  - \_\_\_ Include the name, location and address of the facility, brief description of the facility, and the starting date of operations of the facility? \_\_\_\_\_
- Comments: \_\_\_\_\_  
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**Minimum topics for OM content** (Note: These topics are not necessarily all-inclusive. The reviewer can ask for additional information.)

**General facility information (WAC 173-180-420(3) (a):**

- \_\_\_ Geographic location on a topo map.
- \_\_\_ Physical description of the facility including a layout map. (Should have dock, mooring areas, stormwater flow directions, transfer locations, safety equipment)
- \_\_\_ Facility operation hours.
- \_\_\_ Brief summary of applicable federal, state, and local oil pollution laws and regulations.
- \_\_\_ Recordkeeping procedures, including sample forms associated with the OM.
- \_\_\_ Overfill prevention procedures for transfers to storage tanks and vessels in accordance with NFPA 30-1993, Chapter 2, Section 2-10.
- \_\_\_ Example maintenance schedules that incorporate manufacturer’s recommendations or industrial standards approved by Ecology, preventative maintenance, and replacement criteria for critical equipment such as pipelines, pumps and valves.
- \_\_\_ A description of all oil types transferred to or from the facility. (MSDS sheets are acceptable.)
- \_\_\_ Procedures to be followed in case of an oil spill, or if a person is exposed to oil.
- \_\_\_ Fire fighting procedures to be used against oil.
- \_\_\_ Instructions for the use of each communications system.

**Detailed procedures for:**

- \_\_\_ Operating each hose system and/or loading arm, including the limitations of each loading arm.
- \_\_\_ Transferring oil, including startup, topping off, and shutdown.
- \_\_\_ Completion of pumping.
- \_\_\_ Quantity, type, location, and instructions for use of all transfer monitoring devices.
- \_\_\_ Leak detection methodology, including devices, procedures, and backup methods during leak detection equipment repair.
- \_\_\_ Location and description of each personnel shelter.

\_\_\_ A description of the surge/overpressure/hammer protection system used for each transfer system, including maximum relief valve settings, maximum system pressures, and other relief devices.

**Minimum facility procedures for oil transfers to non-recreational vessels (WAC 173-180-420(3) (b)):**

- \_\_\_ Sizes, types, and number of vessels that the facility can transfer oil to or from, including simultaneous transfers. Has a mooring analysis been done?
- \_\_\_ Equipment and procedures required for all vessels which transfer oil to or from the facility.
- \_\_\_ Facility procedures to ensure that vessels meet facility requirements and OM procedures.
- \_\_\_ Personnel: Minimum number of persons and equipment required to perform transfer operations and their duties, including transfer watchmen/rovers.
- \_\_\_ Drip/discharge collection equipment and procedures, and vessel slop reception facilities, if any.
- \_\_\_ Procedures for shielding portable lighting.

**Facility requirements for weather and sea conditions which may impact oil transfers to or from vessels. The supporting data for oil transfer weather and sea restrictions must be made available to Ecology if requested, and must include at a minimum:**

- \_\_\_ Instrumentation or methodology for accurately measuring and recording the information in the dock log.
- \_\_\_ Measurement of current velocity, weather, and sea conditions before and during the oil transfer.
- \_\_\_ Monitoring forecasted weather and sea.
- \_\_\_ Procedures for communicating weather and sea conditions to the PICs at regular intervals.
- \_\_\_ Threshold values for weather and sea conditions above which transfer operations must cease.
- \_\_\_ Procedures for shutting down the oil transfer should weather and/or seas exceed threshold values.

Comments: \_\_\_\_\_  
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**Threshold value determinations for when a facility will not preboom under WAC 173-180-220. This threshold determination must be in the OM and easily accessible to the PIC (WAC 173-180-420(3)(c)). Is the determination supported by information based on on-site environmental monitoring data recorded at specific times, dates, and locations?** \_\_\_\_\_

**The site-specific analysis must be submitted separately to Ecology, and must include:**

- \_\_\_ Personnel safety.
- \_\_\_ Sea state values in feet including typical wave periods.
- \_\_\_ Water current velocity such as peak currents, sustained currents in hourly increments, and direction of flow, during typical transfer operations.
- \_\_\_ Wind speed in knots and prevailing directions.
- \_\_\_ Other conditions such as vessel traffic, fishing activities or other factors which influence the oil transfer operation.
- \_\_\_ The methodology of the analysis of the proposed threshold values for the transfer site.
- \_\_\_ The equipment used to measure the data collected.
- \_\_\_ Supporting data, references, graphs, tables, pictures, and other relevant information.

\_\_\_ Does the threshold value determination and analysis take into account accepted industry standards regarding the performance of boom and associated response equipment in various operating environments? \_\_\_\_\_

\_\_\_ Does the analysis consider all types of transfer operations anticipated at the facility, such as bunkering, cargo operations, transfer rates and other factors that influence oil transfers? \_\_\_\_\_

\_\_\_ Has the analysis undergone a 30-day public review and comment period? Dates: \_\_\_\_\_

Comments: \_\_\_\_\_  
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**Minimum facility emergency procedures (WAC 173-180-420(3) (d)):**

\_\_\_ Procedures for initial containment of oil discharges, and for reporting of oil discharges.

\_\_\_ Names and telephone numbers of facility, federal, state, local, and other personnel who may be called by the employees in an emergency.

\_\_\_ Emergency plans and procedures, including a description of and the location of each emergency shutdown system.

\_\_\_ Containment equipment: quantity, type, location, instructions for use, and time limits for gaining access to the equipment.

Comments: \_\_\_\_\_  
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**For facilities that transfer to or from a transmission pipeline, the OM must at a minimum, address the following topics (WAC 173-180-420(3)(e)):**

\_\_\_ Geographic location as shown on a topo map.

\_\_\_ Physical description of the facility including a layout map (should have dock, mooring areas, stormwater flow directions, transfer locations, safety equipment).

\_\_\_ Facility operation hours.

\_\_\_ A description of all oil types transferred to or from the facility (MSDS sheets are acceptable).

\_\_\_ A list of fire fighting procedures and extinguishing agents effective with fires involving the oil.

\_\_\_ Procedures to be followed in case of an oil spill, or if a person is exposed to oil.

\_\_\_ Personnel: Minimum number of persons and equipment required to perform transfer operations and their duties, including transfer watchmen/rovers.

\_\_\_ Names and telephone numbers of facility, federal, state, local, and other personnel who may be called by the employees in an emergency.

\_\_\_ The duties of the facility operator.

\_\_\_ A description of each communication system.

\_\_\_ Location and description of each personnel shelter.

\_\_\_ Emergency plans and procedures including a description of, and the location of, each emergency shutdown system.

\_\_\_ Quantity, type, location, and instructions for use of all monitoring devices.

- \_\_\_ Containment equipment: quantity, type, location, instructions for use, and time limits for gaining access to the equipment.
- \_\_\_ Quantity, type, location, and instructions for use of fire extinguishing equipment.
- \_\_\_ A description of the surge/overpressure/hammer protection system used for each transfer system, including maximum relief valve settings, maximum system pressures, and other relief devices.
- \_\_\_ Procedures for initial containment of oil discharges, and for reporting of oil discharges.
- \_\_\_ Brief summary of applicable federal, state, and local oil pollution laws and regulations.
- \_\_\_ A description of the training and qualifications program for PICs.
- \_\_\_ Facility operation procedures for conducting oil transfers including transfer startups and shutdowns.
- \_\_\_ Recordkeeping procedures and sample forms to be used.
- \_\_\_ Example maintenance schedules that incorporate manufacturer's recommendations or industrial standards approved by Ecology, preventative maintenance, and replacement criteria for critical equipment such as pipelines, pumps and valves.
- \_\_\_ Overfill prevention procedures for transfers to storage tanks and vessels in accordance with NFPA 30-1993, Chapter 2, Section 2-10.
- \_\_\_ Detailed procedures for emergencies.

Comments: \_\_\_\_\_  
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**WAC 173-180-425 Operations Manual Submittal**

**Date of submittal:** \_\_\_\_\_

- \_\_\_ Is this an OM manual for a facility that already has an existing OM manual approved by Ecology?
- \_\_\_ Is the existing manual due for a 5-year re-approval within 12 months of submittal? \_\_\_\_\_ If so, consider asking the facility to resubmit the manual for its required 5-year re-approval by Ecology.
- \_\_\_ Has the whole manual been resubmitted, or have only those sections that must be modified to meet the new requirements of the regulation been submitted? \_\_\_\_\_
- \_\_\_ Has one paper and one electronic copy been submitted? \_\_\_\_\_
- \_\_\_ What program was the electronic copy created with? \_\_\_\_\_
- \_\_\_ Has the submitter requested that proprietary information be kept confidential? \_\_\_\_\_

Comments: \_\_\_\_\_  
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**WAC 173-180-425 Operations Manual Review and Approval**

**Completeness Review:** Is the submittal complete? \_\_\_\_\_ If not, date that the facility was notified:

- \_\_\_ \_\_\_\_\_
- \_\_\_ Comments received by Ecology from local, state, and/or federal agencies, and from the public:  
 Attach to checklist.

**Approval:**

- \_\_\_ Approved
- \_\_\_ Denied: Attach list of deficiencies.
- \_\_\_ Conditional Approval: \_\_\_\_\_
- \_\_\_ Re-submittal due: \_\_\_\_\_
- \_\_\_ Reasons for conditional approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ Precautionary Measures for operations during conditional approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WAC 173-180-435 & 440 Operations Manual Updates**

- \_\_\_ Is the facility submitting an update to their OM for review by Ecology? \_\_\_\_\_
  - \_\_\_ When did the update take effect? Date: \_\_\_\_\_
  - \_\_\_ Did the facility submit the changed pages to Ecology within 30 calendar days of this date? \_\_\_\_\_
  - \_\_\_ Has the facility distributed copies to other plan holders, i.e. the USCG or other agencies? \_\_\_\_\_
  - \_\_\_ Why is the facility submitting this update? \_\_\_\_\_  
\_\_\_\_\_  
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  - \_\_\_ Are the changes “substantial”? \_\_\_\_\_
  - \_\_\_ Does the OM still meet approval criteria after this update? \_\_\_\_\_
  - \_\_\_ If not, has the facility submitted a schedule for the return of the OM to full implementation capability? \_\_\_\_\_
- Comments: \_\_\_\_\_  
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**WAC 173-180-435 & 440 Operations Manual-Submittal for Re-approval**

- \_\_\_ Expiration date for existing manual: \_\_\_\_\_
- \_\_\_ Date of submittal of OM for re-approval: \_\_\_\_\_
- \_\_\_ Has the whole manual been submitted or a letter requesting review of existing manual? \_\_\_\_\_  
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