



WASHINGTON STATE
 Department of Ecology
 Spill Prevention, Preparedness, and Response Program
 Prevention Section
 P.O. Box 47600, Olympia, WA 98504-7600
 Office Phone: (360) 407-7455, Fax: (360) 407-7288 or toll free 1-800-664-9184

OPERATIONS MANUAL (OM) REVIEW CHECKLIST – CLASS 2

Name of Facility: _____

Physical Location of Facility (Headquarters of mobile fleet):

Ecology Reviewer: _____ Date of Review: _____

Washington State Department of Ecology (Ecology)

WAC 173-180-450 Operations Manual Preparation

___ Has the OM been reviewed and stamped by the US Coast Guard? _____

WAC 173-180-425 Operations Manual Submittal

Date of submittal: _____

___ Existing facilities: Is this date within 90 calendar days of the effective date of WAC 173-180? _____

___ New facilities: Is this date at least 90 calendar days prior to the beginning of operations for a start up facility? _____

___ 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:

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 with 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? _____

- ___ 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:

WAC 173-180-455 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:

WAC 173-180-460 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? _____

___ Did someone 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: _____

___ Did someone commit the owner/operator to the execution of the OM? _____

___ Did someone verify the authority of the OM holder to make the expenditures needed to execute the provisions of the OM? _____

___ Is the name, location and address for the base of operations for the mobile fleet and the name and location of the maintenance yard for rolling stock, and the starting date of operations of the facility included? _____

Comments:

Minimum topics for OM content

(Note: These topics are not necessarily all-inclusive. The reviewer can ask for additional information.)

___ General facility information (WAC 173-180-460(2)(b):

___ Brief summary of applicable federal, state, and local oil pollution laws and regulations.

___ A physical description of the fleet of mobile vehicles or rolling stock including capabilities.

___ Instructions for the use of each communications system.

___ A description and instructions for the use of drip and release containment for all hose connections.

___ Recordkeeping procedures, including sample forms associated with the OM.

___ 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.

___ Facility procedures for oil transfers to non-recreational vessels (WAC 173-180-420(2)(c)):

___ Detailed procedures for transferring oil:

___ Number of truck/trailer combinations needed.

___ Transferring oil, including startup, topping off, and shutdown.

___ Shift-change procedure.

___ 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.

___ A discussion of the time/condition constraints for deliveries.

___ Provides a copy of the MSDS sheet for each type of oil transferred. The MSDS must be in the driver's possession or available at the transfer site.

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

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

___ Procedures for shielding portable lighting.

___ Procedures for detecting leaks during oil transfers.

___ Facility requirements for weather and sea conditions which may impact oil transfers to or from vessels, and must include at a minimum:

___ Monitoring current weather and sea conditions.

___ 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:

___ Minimum facility emergency procedures (WAC 173-180-420(2)(d)):

- ___ Procedures for initial containment of oil discharges, and for reporting of oil discharges.
- ___ Names and telephone numbers of the driver's supervisor or dispatcher and phone number of the Coast Guard, state, local, and other personnel who may be called by the Class 2 facility employees in an emergency.
- ___ Emergency plans and procedures, including a description of and the location of each emergency shutdown system.
- ___ Quantity, type, location, and instructions for use of fire fighting equipment.
- ___ Means of protecting nearby surface water from the impact of the discharge of oil, i.e. permanent or temporary drainage structures or devices to protect water at the delivery site.

Comments:

___ For Class 2 facilities that conduct Rate A transfers (500 gpm or greater), the OM must include threshold value determinations for when a facility will not preboom under WAC 173-180-220 and data supporting this decision for a specific transfer location (WAC 173-180-420(2)(e)). The determination must consider at a minimum:

- ___ Personnel safety
- ___ Sea state
- ___ Current velocity
- ___ Wind speed
- ___ Other environmental conditions

Comments:
