



THE K3 GROUP

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Standard Operating Procedure
Pumping Fuel from Storage Tanks to Day Tank(s)

Purpose:

This operating procedure is necessary to set a minimum standard guideline for the correct procedure for pumping fuel from the storage tanks in service tanks to the day tank as well as a minimum standard for contact exposures when performing fluid transfer on barge 24 and 44 in Puerto Rico.

Application:

All K3 Group employees performing the fluid transfer process of a hazardous chemical.

Training:

Training for usage of each chemical transferred – before you transfer a chemical you must review and understand the SDS (safety data sheet). You must understand what PPE is required, first aide measures, disposal etc., (these safety data sheets are available at each camp location). If you are unable to find a safety data sheet for a chemical and are unable to locate it, notify your supervisor and do not proceed with using the chemical until you are able to review the SDS.

Hands on trainings will be provided prior to the first transfer to confirm complete understanding.

Perform with a 2-person crew a Task Hazard Assessment (THA) prior to every fuel transfer, ensure that the Supervisor signs off on the THA prior to the start of work and at the end of the process.

If you are ever unsure, do not proceed and contact your supervisor.

PPE Required:

Hearing protection, prior to entering the generator house, safety glasses, goggles, chemical gloves, nitrile glove.

Guidelines for Operation:

1. This is always a 2-person job, fill out the THA prior to starting this process and have your Supervisor sign off prior to pumping and have your Supervisor sign off once work completes.
2. Both employees need to ensure that the generator is currently in use that you will be filling.
3. Person 1 will check the fuel gauge on the day tank in the generator house and let person 2 know to start the pumps.
4. Person 2 will open the reception valve.
5. Person 2 will start the pump.
6. Person 1 will continuously watch the fuel gage on the day tank.
7. Person 1 will let person 2 know that the tank has reached ¾ level and to stop the fuel transfer pump.
8. Person 2 will shut the pump off and then close the valve.

I understand the operating procedure for pumping fuel from storage tanks to day tank(s). I understood that it is my responsibility to review the SDS for the chemical being transferred and to wear the correct PPE. If I am unable to locate an SDS; I will notify my supervisor prior to working with the chemical. I understand that this always a 2-person position and that I will complete the THA prior to starting with as well as notify my Supervisor when the work ends and begins. I have been given the opportunity to ask questions about the procedure and I agree to follow all training and information that I have been given and perform all tasks in a safe manner.

Signature: _____ **Date:** _____

Print name: _____

Supervisor Signature: _____ **Date:** _____