

## **DRAFT Operating Procedures**

Prepared by an ad-hoc industry group, which includes shippers, carriers, and industrial packaging organizations

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### **Loading, Unloading, and Incidental Storage Requirements for Hazardous Materials Bulk Packagings Having a Capacity Greater Than 3000 Liters**

**(a) General requirements.** This section applies to loading, unloading, and storage incidental to transportation of a hazardous material in a packaging having a capacity greater than 3000 liters.

- (1) The offeror, consignee, or transloading facility operator<sup>1</sup> shall assure that loading, unloading, or storage is performed in accordance with the provisions of this section.
- (2) The operational procedures described in subsections (b) and (c) shall be –
  - (A) updated as necessary; and
  - (B) available upon request to each hazmat employee performing a loading or unloading function.

**(b) Operational procedures for loading and unloading.** The offeror, consignee, or transloading facility operator shall have operational procedures for loading or unloading that are based on a safety and security analysis.

- (1) Standards, protocols or guidelines issued by other federal agencies or industry organizations may be used to satisfy the requirements in this section.
- (2) Operational procedures shall, as appropriate, take into account the following:
  - (A) Designation of hazmat employees responsible for each aspect of the loading or unloading operation and attendance or monitoring of the operation.
  - (B) Protective equipment appropriate to the material being handled.
  - (C) Information on the hazards of the material to be loaded or unloaded, including measures to be taken relevant to the loading and unloading operations such as the control of temperature or pressure and the maximum filling limit.
  - (D) Conditions specific to the transfer location that could affect safety, including access control, lighting, ignition sources and physical obstructions.
  - (E) Measures to be taken to ensure the security of the hazardous material.
  - (F) Means of communication.
  - (G) Means of control and monitoring of conditions, including temperature of the lading and pressure of the containment vessel.
  - (H) Pretransfer procedures, including –
    - (i) inspection of the transport unit and transfer area for safety and security purposes;
    - (ii) securement of the transport unit against movement;

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<sup>1</sup> PHMSA currently regulates transloading, but not all transloading activities. This section is intended to encompass transloading activities that are not currently regulated by PHMSA.

- (iii) grounding and bonding of the transport unit;
  - (iv) inspection of transfer equipment, including hoses and valves, for condition, suitability to handle the material, and test expiration date;
  - (v) inspection of connections;
  - (vi) identification and verification of the piping path, equipment lineups and operational sequencing;
  - (vii) confirmation of communication methods, equipment, procedures and signals;
  - (viii) spill containment; and
  - (ix) identification of equipment and special operating procedures for emission control systems.
- (I) Transfer procedures, including –
    - (i) initiating and controlling the lading flow;
    - (ii) monitoring temperature of the lading and pressure of the containment vessel;
    - (iii) monitoring filling limits; and
    - (iv) terminating lading flow.
  - (J) Post-transfer procedures, including –
    - (i) evacuation of the transfer system and depressurization of the containment vessel;
    - (ii) disconnection of the transfer system; and
    - (iii) inspection and securing of transport unit fittings, closures, markings and placards.
  - (K) Emergency procedures, including –
    - (i) identification of emergency response equipment and individuals authorized in its use.
    - (ii) incident response;
    - (iii) use of emergency shut-down systems; and
    - (iv) emergency communication and spill reporting.

**(c) Operational procedures for storage.** The offeror, consignee, or transloading facility operator with control and custody of the package in storage incidental to movement shall have procedures, as appropriate, to –

- (1) monitor for leaks and releases;
- (2) ensure the safe condition of the lading and the package; and
- (3) address security concerns.