# Bulk Delivery Record (BDR)

| PO No. | Site Operator | Location | Date | Time |
|---|---|---|---|---|
| | | | | |

| Steps | Site Operator - Must do | | Steps | Carrier Driver - Must do | |
|---|---|---|---|---|---|
| 1 | Product ordered | | 1 | Confirm product ordered | |
| 2 | Tank # | | 2 | Confirm tank # | |
| 3 | Tank Volume at 95% (litres) | | 3 | Confirm tank 95% safe fill (Volume litres) | |
| 4 | Current Product (Volume (litres) | | 4 | Confirm product in tank (Volume litres) | |
| 5 | Date checked: | | 5 | Confirm safe space available (Step 4 - Step 3) | |
| 6 | Safe space available (Step 4 - Step 3 = safe litres) | | 6 | Confirm actual loaded volume form BOL | |
| 7 | Quantity ordered (Volume litres) | | 7 | Unloading start time | |
| 8 | Quantity confirmed by dispatch | | 8 | Unloading end time | |
| 9 | Dispatcher name | | 9 | Record closing ullaqe (when available) | |
| 10 | Closing dip | | 10 | Actual Quantity delivered | |

| **Site Operator Signature:** | **Driver Signature**: |
|---|---|
| **Print Name:** | **Print Name:** |

Copy : Site Location - Copy 2: Driver

| Site Operator | | |
|---|---|---|
| ***The following Site Operator Responsibilities must be completed.*** • Attach the coloured key assigned to this delivery. • When the delivery has been completed (next business day) verify information. Any issues should be raised with Technical Standards. | | |
| **Steps** | | **Comments** |
| 1 | Products ordered | Identify the product that has been ordered and record it here. |
| 2 | Tank # | Identify and confirm the tank to be delivered to and record the number here. |
| 3 | Tank 95% Volume (Litres) | Verify the 95% safe fill of the tank and record it here . |
| 4 | Current Product Volume (Litres) Date Checked: Time Checked: | You are required to take a manual dip or request the data from an automated tank gauging system. This information must be recorded here on the BDR. |
| 5 | Safe space available (4 - 5 =) Litre | By subtracting the current volume Step 5 from Step 4 you are able to determine the amount of space available in the tank for a safe delivery here. |
| 6 | Quantity to be ordered (Volume Litres) | Record the volume ordered for the tank here. |
| 7 | Quantity confirmed by dispatch (volume Litres) Estimated delivery date, Estimated delivery time. | Record the volume agreed to by the carrier dispatch. Also include the date and estimated time the delivery is to arrive. Set the plant up for a day time supervised delivery or an after hours delivery which ever is agreed to with the carrier. |
| 8 | Confirmed by whom? | Record whom at the carrier office you spoke with when confirming the order. |
| 9 | Dispatcher Name | |
| 10 | Closing dip | |

| Carrier Driver | | |
|---|---|---|
| ***The following must be completed.*** • The Carrier is required to train drivers on the use of High level alarms and automatic tank gauging systems where applicable. | | |
| **Steps** | | **Comments** |
| 1 | Confirm product ordered | Confirm that the product that you have on your load matches the product that the site operator has ordered. Write down the product that you have on board. |
| 2 | Confirm tank # | Confirm that the tank number specified for delivery is the same as the tank specified by dispatch. |
| 3 | Confirm tank 95% safe fill (Volume Litres) | Confirm the 95% safe fill volume is for the tank you are to fill. Write down the 95% safe volume for this tank. |
| 4 | Confirm product in tank (Volume Litres) | Using the gauging system confirm the product volume in the tank. Write it down. If necessary use that tank chart to establish the volume. If no gauging system exists you must rely on the BDR. Any concerns of issues noted should be reported to dispatch before proceeding. |
| 5 | Confirm safe space available (volume Litre | Subtract the volume in the tank step #5 from the tanks safe capacity step #4. Write down the space available in the tank here. |
| 6 | Confirm Actual loaded Volume (from BOL) | Write down the actual gross volume that your bill of lading indicates you have on board for this delivery. |
| 7 | Unloading start time. | Record what time you arrived to unload here. Use 24 hour clock or note "AM" or "PM" |
| 8 | Unloading end time. | Record what time you leave the site here. Use24 hour clock or note "AM" or "PM" |
| 9 | Record closing Ullage (where available) | Before you leave, record the closing total volume of product in the tank. This only available for sites with electronic tank gauging or external tank gauge. |
| 10 | Actual quantity delivered | |

| ✓ | Dispensing Area Safety Checklist |
|---|---|
| | 1. Is there a fire extinguisher within easy reach of the dispensing area? |
| | 2. Do you ensure that each vehicle is turned off before dispensing gas? |
| | 3. Is the dispensing equipment in good condition? |
| | 4. Are hoses out of the way? |
| | 5. Is there a supply of sorbent material nearby? |
| | 6. Is the dispensing area free of garbage? |
| | 7. Are ‘No Smoking’ and ‘Please Turn Engine Off’ signs in place? |
| | 8. Is the dispensing area free of unnecessary vehicles? |
| | 9. Is the dispensing area free of people who don't need to be there? |
| | 10. Are you wearing clothing that will prevent harm to your skin if you are splashed? |
| | 11. Is the gas pump locked whenever you leave? |
| | 12. Is the pump equipped with an auto shut-off nozzle? |
| | 13. Is the distance at which smoking is prohibited at least 10 metres? |
| | 14. What must a container have on it for it to be approved for holding gas? |

## Fuel Inventory Sheet

| Fuel Type and Grade | | | | | | |
|---|---|---|---|---|---|---|
| Tank Number or Location | | | | | | |
| Tank Capacity Litres | | | | | | |
| Date | Name | Time | Fuel Cm | Volume Dip Litres | Water Cm | Fuel Carriers Company Name |
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| ✓ | Perform a Daily Safety Check Walk About |
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| | 1. Are fire extinguishers and sorbents in place and easy to access? |
| | 2. Is equipment working properly and without signs of leaks? |
| | 3. Are hoses out of the way so that they can't be damaged or tripped over? |
| | 4. Is the area free of garbage? |
| | 5. Are the dispensing areas, pipelines and walkways clear of snow? |
| | 6. Are ‘No Smoking’ and ‘Please Turn Off Engine’ signs in place and being followed? |
| | 7. Is the area free of unnecessary vehicles? (For example, parked staff vehicles or delivery trucks that could make driving up to the compound or pumps dangerous or difficult for customers.) |
| | 8. Are the only people at the dispensing area the people who need to be there? |

| Petroleum Storage<br>Weekly Maintenance Checklist | | |
|---|---|---|
| **Completed By:** | **Date:** | |
| **Inventory** | | ✓ |
| Inventory is completed daily | | |
| Totalizer readings and tank dips must be completed at the same time each day | | |
| Inventory sheets must be kept on site for one year | | |
| Water dip is performed? | Monthly on aboveground tanks | |
| **Safety Equipment** | | |
| All signage is in place? | Emergency Response Poster<br>No Smoking Signs. | |
| Spill Kit is readily available and fully stocked? | Spill kit should contain gloves, goggles, protective suit, disposal bag, sorbent blanket, pads and booms, explosion proof flashlight. | |
| Fire Extinguisher is readily available? | | |
| **Site Walk About** (Must be performed daily) | | |
| Piping is visible, clear of debris and snow? | | |
| Any visible signs of leakage? | Staining on ground or snow, check all piping, valves, joints, fittings, etc, for wetness. Check tank drain connections (underground tank) | |
| Any signs of leakage in the dispensing unit? | Open panel and inspect interior of unit | |
| **Heating Oil Tanks Walk About** (Must be performed weekly) | | |
| Any visible signs of leakage at the heating oil tanks? | | |
| **Report All Leaks To Supervisor and Take Appropriate Action Right Away**<br>**Comments:** | | |

| ✓ | Pre-Fill Checklist |
|---|---|
| | 1. Perform a visual safety check of the tanks, connectors and piping |
| | 2. Ensure that “No Smoking” and “Please Turn Engine Off” signs are in place and are being obeyed. During a fill, there can be no sparks for 8 metres (25 feet). The only vehicle that may be running is the delivery truck if it has a non-sparking (diesel) engine. |
| | 3. Ensure that there is sorbent material and a working fire extinguisher at the fill area. |
| | 4. Ensure that there is easy access for the delivery vehicle to the fill area. |
| | 5. Take a dip reading of the tank or tanks to be filled. This confirms that there is enough room for the delivery. Allow 5% extra room for expansion. If two or more tanks are manifolded together, you must dip all tanks. |

| ✓ | Post-Fill Checklist |
|---|---|
| | 1. Perform a visual safety check of the tanks, connectors, piping, etc. ensuring that there are no leaks and equipment is operational. |
| | 2. Record the date and quantity of the fuel delivery. |

| ✓ | Receiving Into a Closed System: Driver-Assisted |
|---|---|
| | 1. Complete the re-fill procedures (safe check and dip reading). |
| | 2. Confirm with the driver/operator the quantity and product that is to be transferred. Specify which tank or tanks are to be filled. This confirmation is a final check to ensure that no errors were made on the order. |
| | 3. You or the driver/operator may set up cones to block off the delivery area. This is recommended if your tanks are in a busy area. |
| | 4. The driver/operator will attach a delivery hose to the quick connect connection. |
| | 5. The driver/operator will attach the delivery hose to the truck or barge. (Note that steps 4 and 5 must be done in this order.) |
| | 6. Open the receiving gate valve and the tank gate valve that you want to be filled. Ensure that all the tank manifolds are closed. |
| | 7. Check all valves and connections to make sure that they are not leaking. (Place a drip pan under the connections as a precaution.) If you find a problem, you must correct it before continuing with the delivery. |
| | 8. When you are satisfied, the driver/operator will start the pump. |
| | 9. During the entire fuel transfer, the driver must stay by the truck (or the operator by the barge.) You must also stay and observe the transfer. |
| | 10. When all the fuel has been pumped into the tank, wait at least 5 minutes for the fuel to stabilize, and then take a dip reading. |
| | 11. The driver/operator may top up the tank, taking great care to avoid overtopping. Hoses must be drained into pails - not spilled on the ground or into the water. |
| | 12. Reverse the opening procedures, ensuring that valves are closed securely. |
| | 13. The driver/operator may ask you to check that the truck's compartments are empty, and will give you a delivery slip or ask you to sign a waybill. |

| ✓ | Receiving Into an Open System: Driver-Assisted |
|---|---|
| | 1. Complete the re-fill procedures safe check and dip reading). |
| | 2. Confirm with the driver the quantity and product that is to be transferred. Specify which tank or tanks are to be filled. This confirmation is a final check to ensure that no errors were made on the order. |
| | 3. You or the driver may set up cones to block off the delivery area. This is recommended if your tanks are in a busy area. |
| | 4. Unlock the covers on the tank's fill opening. |
| | 5. The driver will insert the hose far enough into the tank so that there is no danger of gas splashing or the hose slipping out. |
| | 6. The driver will attach the hose to the truck. (Note that steps 4, 5 and 6 must be done in this order.) |
| | 7. Check that there are no leaks at the connections and that the tank's vent is working freely. If you find a problem, you must correct it before continuing with the delivery. |
| | 9. If your tank is above ground, the driver will start the pump. If the tank is underground, gravity will allow the fuel to flow from the truck into the tank. |
| | 10. During the entire fuel transfer, the driver must stay by the truck and you must also stay and observe the transfer. |
| | 11. When all the fuel is transferred into the tank, wait at least 5 minutes for the fuel to stabilize, and then take a dip reading. |
| | 12. Using the information from the dip reading, the driver may top up the tank, taking great care to avoid overtopping. |
| | 13. Reverse the opening procedures, ensuring that covers are back on and locked. |
| | 14. The driver may ask you to check that the truck's compartments are empty, and will give you a delivery slip or ask you to sign a way bill. |

| ✓ | Receiving into an Open System: Mobile Delivery |
|---|---|
| | 1. Ensure that the mobile is empty and in good repair. |
| | 2. Haul the mobile to the dock, railroad or airport loading area. |
| | 3. Personnel at the off-site pick up location will be solely responsible for setting up hoses and dismantling, but will not go onto the mobile or delivery truck. They will hand an employee of the bulk fuels tank farm the nozzle and that employee is responsible for ensuring that the mobile is not overfilled. At the end of the transfer, rollers are used to force the fuel in the hose into the mobile. |
| | 4. Dip the tank to confirm the quantity and sign the receiving slip. As soon as the fuel is in the mobile, it is your responsibility. |
| | 5. Transport the fuel, driving slowly and carefully. Obey all traffic rules. Carry sorbent material with you. |
| | 6. Back at the compound, turn off your vehicle's engine and complete the pre-fill procedures (safety and dip reading). |
| | 7. Set up cones if the tanks are in a busy area. |
| | 8. Ground the mobile using the grounding cable at the compound or by connecting one end of a set of booster cables to the mobile and the other end to the compound fence. |
| | 9. Check that the pump and delivery hose are in good repair. |
| | 10. Unlock the covers on the tank's fill opening. |
| | 11. Insert the hose far enough into the tank so that there is no danger of gas splashing or the hose slipping out. |
| | 12. Hook the hose to the mobile. (Steps 11 and 12 must be done in this order.) |
| | 13. Check to make sure that there are no leaks. If there is a problem, you must correct it before continuing with the transfer. |
| | 14. When you are satisfied with the hook up, start the pump. |
| | 15. During the fill, one employee waits by the tank and another employee waits by the pump. Both watch the transfer for problems. |
| | 16. After the fuel is in the tank, shut off the pump. |
| | 17. Drain any excess fuel left in the hose into a large pail. Carefully pour that gas into the tank through the fill opening. |
| | 18. Wait at least 5 minutes for the fuel to stabilize, and then dip the tank. |
| | 19. Close the caps securely. |

## Daily Inventory Balance Record

**Product:** _____

**Month:** _____ **Year:** _____

| DAY | 1<br>Opening Physical Inventory<br>(Yesterday's 5) | 2<br>Deliveries | 3<br>Meter Sales | 4<br>Inventory Should Be<br>(1 + 2 - 3 = 4) | 5<br>Physical Inventory<br>(Today's Total) | 6<br>Variation Today<br>(5 - 4 = 6) | 7<br>Variation This Month<br>(7 of day before + 6 = 7 today) |
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