

AMMONIA DELIVERY CHECK LIST

Date:

Delivery Attendant:

Note Tank Weights & Observe 80% Maximum Intended Storage of 27,300lbs/13,650lbs Avg. per tank.

West Tank 1 Prior Delivery		East Tank 2 Prior Delivery	
West Tank 1 Post Delivery		East Tank 2 Post Delivery	
West Tank 1 Product Delivered		East Tank 2 Product Delivered	
STEPS	Total Product Delivered		
1	Attendant has Obtained Appropriate PPE on Person; Chemical Goggles, Full Face Shield, Apron, Gloves, FFAPR, and Radio.		
2	Verify Driver and Delivery with Operations before Admittance onto the Plant Property.		
3	Truck Positioned Properly for unloading. Tanker Level, Hoses within proper reach, no binding of connections.		
4	Trailer Wheels Chocked & Delivery In Progress Signs Posted.		
5	Verify Fill Hoses Hook Up at Loading Station: Vapor to Vapor Fill Line, Liquid to Liquid Fill Line.		
6	Verify Bleed Off Valves #Nh3-004 & #Nh3-005 at Loading Station are CLOSED Before Opening Vapor or Liquid Fill Valves.		
7	Verify Loading Station Valves Open: Vapor Return Valves #Nh3-002 West T1, #Nh3-003 East T2. Liquid Fill Valve #Nh3-001.		
8	Observe SLOW OPENING of Tank Valves: Vapor; West T1 #Nh3-102, East T2 #Nh3-202. Liquid; West T1 #Nh3-100 & #Nh3-101, East T2 #Nh3-200 & #Nh3-201.		
9	Constant Attention needs to be paid to Scale Weights while Off Loading is in Progress Max Weight Per Tank 13,650lbs.		
10	Once Filled Verify Loading Station Valves are CLOSED: Vapor Return Valves; #Nh3-002 to West T1, #Nh3-003 to East T2. Liquid Fill Valve; #Nh3-001. ONE Valve Each Tank Remains Slightly OPEN; West T1 #Nh3-100, East T2 #Nh3-200 and CLOSE West T1 #Nh3-101, East T2 #Nh3-201.		
11	Verify Bleed Off of Fill Lines through Bleed Off Valves into Water Barrel and then Closed Valves; #Nh3-004 & Nh3-005		
12	Verify Fill Hoses are Unhooked from Loading Station and Fill Station Caps are securely in place.		
13	Check Delivery Driver's paper work matches up with Scale's Weights. Direct Driver to Operations to get Paperwork Signed.		
14	Wheel Chocks can be removed, then Escort Tanker off Plant Property.		
15	Walk through chemical delivery area, verify everything is returned to normal.		

COD: Due diligence is key to assuring that each process is done safely. The consequence of deviation can cause a hazardous chemical release which can cause severe sickness and even death to WTP staff, the community surrounding the Water Treatment Plant and Hazardous Contamination of the Environment.