

West Tank 1 Prior Delivery	
West Tank 1 Post Delivery	
West Tank 1 Product Delivered	

East Tank 2 Prior Delivery	
East Tank 2 Post Delivery	
East Tank 2 Product Delivered	

STEPS

1	Attendant has Obtained Appropriate PPE on Person; 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	Place In-SVC Control Valve ; Feed Line 1 #CI2-110, Feed Line 2 #CI2-210 in Local Open, Post Delivery In Progress Signs.
5	Verify Trailer Wheels Chocked & Delivery Hoses Hooked Up at Fill Station: Vapor Return Valves; West T1 #CI2-002, East T2 #CI2-004. Liquid Fill Valves; West T1 #CI2-001, East T2 #CI2-003.
6	Verify Correct Tank Valves OPEN: Vapor Return Valves; West T1 #CI2-101, East T2 #CI2-201. Liquid Fill Valves; West T1 #CI2-100, East T2 #CI2-200.
7	Constant Attention needs to be paid to Scale Weights while Unloading in Progress.
8	Upon Completion Verify Fill Station Valves are CLOSED: Vapor Return Valves; West T1 #CI2-002, East T2 #CI2-004. Liquid Fill Valves; West T1 #CI2-001, East T2 #CI2-003. Verify that Liquid Fill Tank Valves Remain OPEN; West T1 #CI2-100, East T2 #CI2-200.
9	Verify Fill Hoses are Unhooked from Fill Station. Place In-SVC Control Valve; Feed Line 1 #CI2-110, Feed Line 2 #CI2-210, In Auto and verify that In-SVC Valve is Open.
10	Check Delivery Driver's paper work matches up with Scale's Weights. Escort Driver to Operations to get Paperwork Signed.
11	Verify Wheel Chocks are removed, then Escort Tanker off Plant Property.
12	Verify everything is returned to Normal Operation. Turn Check Sheet into Maintenance Supervisor.
13	Comments:

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