

Hudson Asphalt Terminal

Operating Performance Standards

ASPHALT TRUCK UNLOADING (DRIVER EDITION)

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Description:

Unloading Asphalt Tank Trucks

Purpose:

Use of this process will help ensure that asphalt tank trucks can be safely unloaded without injury to personnel, damage to facility equipment, product loss to the environment, product contamination, or waste.

Responsibilities:

The facility manager or person in charge will be responsible for assuring these procedures are followed and that employees and contract personnel required to perform the procedure are properly trained and that all equipment is in good working order.

Knowledge, Skills, and Training:

Basic training in, and the knowledge of:

- Mechanical principles (equipment operations, maintenance, tool use, vacuum/pressure, force, temperature, fluid flow, heat transfer)
- Asphalt knowledge (physical and chemical characteristics and hazards, handling and storage)
- Procedures (EH&S guidelines, HAZCOM, terminal rules, emergency response, equipment startup and shutdown, material measurement, work instructions, and record keeping).
- Manufacturing and Quality Assurance (scheduling, process control, specifications, customer requirements, production controls, sampling, testing, inspection, and documentation).

Applicable Regulations:

- DOT Regulations
- OSHA Hazard Communication

Tools / Equipment:

- Minimum Required Personal Protective Equipment
 - Hard Hat
 - Safety Glasses w/Side Shields (Tinted glasses may only be worn during daylight operations. Clear glasses or glasses designed to enhance lighting must be worn for nighttime operations).
 - Long Sleeve Cotton Shirt or Equivalent Outer Garment
 - Long Sleeve Cotton Pants
 - Leather Work Boots w/Non-Slip Soles Gauntlet Gloves (High Temperature Leather or Rubber)
 - Face shield While Transferring Product & Handling Hoses (Face shields may be made of clear plastic or mesh design).
 - Personal H2S Monitor

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Warnings and Precautions:

- Hot asphalt can be very dangerous causing severe burns if handled improperly. Avoid contact or exposure: Do not breathe asphalt fumes. •
- Asphalt may contain Hydrogen Sulfide (H2S), use caution when working with asphalt.

Emergency Instructions:

- In the event of an emergency, (spill, fire, injury, etc.) immediately shutdown the transfer if safe to do so.
- Notify the operator on duty, report the type of incident and if outside help is needed such as ambulance, fire department, etc.
- In the case of fire and safe to do so, utilize a fire extinguisher to control or extinguish the fire.
- If evacuation is necessary, report to the primary or secondary meeting locations as required. Do not leave the facility.

Procedure Steps

1.0 Pre-Transfer Inspection and Connection

- 1.1 Upon entry into the facility stop at the Scale Building and notify the operator that you will be unloading.
- 1.2 Spot the truck at the designated unloading station and turn off the engine.
- 1.3 Exit truck and put on required Personal Protective Equipment.
- 1.4 Properly chock wheels
- 1.5 Ensure truck outlet valve and bleeder valve are in a closed position.
- 1.6 Open the dome lid on the trailer. Do not stand on top of the trailer, the dome should be opened from the ladder while maintaining 3-Points of contact with the ladder.
- 1.7 Place a drip pan beneath the truck outlet valve.
- 1.8 Remove the cap from the trailer outlet valve.
 - 1.8.1 If the trailer outlet valve is plugged with asphalt it is not permissible to dig out the plug or utilize a torch to dissolve the plug. This plug could be an indicator of a failed valve. It will be necessary to bring the trailer to your home shop for repair prior to unloading.
- 1.9 Remove the camlock plug from the facility unloading hose and ensure the gasket is in place.
- 1.10 Connect unloading hose and secure camlocks with a cord, wire, or Velcro strap.

2.0 Product Transfer

- 2.1 Energize the pump for the proper unloading hose.
- 2.2 Open the facility unloading valve for the proper unloading hose.
- 2.3 Verify suction through the trailer bleeder valve if the trailer is equipped.
- 2.4 Open the trailer outlet valve.
- 2.5 Inspect the connections to ensure there are no leaks. If a leak is found close the trailer outlet valve, evacuate the cargo hose, and make the necessary adjustments to ensure the connection is leak free.

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- 2.6 Always monitor the unloading operations, do not leave the area while a transfer is in progress. No sitting in trucks, no talking on cell phones, etc.
 - 2.6.1 Note: Monitor the amount of time it is taking to unload the trailer, normal time should be between 20 to 30 minutes. If time is excessive or product level indicates the trailer is not unloading notify the operator on duty. This may be an indicator that the strainers are plugged and need to be replaced.
- 2.7 When the trailer is empty, close the trailer outlet valve.
- 2.8 Open the bleeder valve on the trailer outlet connection, if not supplied with a bleeder valve it will be necessary to break the camlock connection to allow air to be introduced into the hose.
- 2.9 If necessary, walk the cargo hose toward the pump to thoroughly evacuate all material. This may need to be repeated several times.
- 2.10 Close the facility unloading valve for the proper unloading hose.
- 2.11 Stop the unloading pump if no other trucks are utilizing the pump to unload.

3.0 Disconnection and Securing

- 3.1 Disconnect the cargo hose from the trailer outlet valve, this may have already been completed if it was necessary to break the camlock connection for air to be introduced into the unloading hose.
- 3.2 Clean the facility hose camlock fitting, lubricate, and place the camlock plug in the facility unloading hose.
- 3.3 Store the hose in the proper storage location and position.
- 3.4 Close the trailer bleeder valve on the trailer outlet connection and place cap on trailer outlet valve.
- 3.5 Close the dome lid on the trailer and properly secure. Do not stand on top of the trailer, the dome should be closed from the ladder while maintaining 3-Points of contact with the ladder.
- 3.6 Remove the wheel chocks from the trailer.
- 3.7 Double check the area to ensure all necessary valves are closed, hoses are plugged, pumps are shutdown if not being utilized, and equipment properly stored.
- 3.8 Use caution and exit the unloading area.
- 3.9 Stop at the Scale Building, notify the operator on duty that the transfer is completed and leave delivery tickets/Bills of Lading. If no operator is present notify the operator on duty through the Call Box located at the entrance to the Scale Building

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