

Standard Operating Procedure



Process / Task	Document Ref Number	OP02
Road Tanker Deliveries and Collections		



Issue/version	Date	Comments
1.1	19 Dec 19	Document reviewed and updated into new format
1.2	28 Apr 20	Added additional instructions for COVID-19

Prepared By		
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Tools or Equipment Required
Road tanker (Rigid or Articulated). Flexi hoses. Assortment of pipe fitting adapters. Hose locking tool. ADR kit (if required). Spill kit.
PPE Requirements
Overalls flame resistant, Antistatic Hi Visibility. Safety glasses. Safety boots. Red Mechanical protection gloves Hard hat and ear protection – to be worn if required by customer site rules.
Safety and Environmental Requirements
<ul style="list-style-type: none"> ➤ Vehicle pre use checks must be completed and documented, all faults to be reported. ➤ PPE must be worn when leaving the vehicle on company or customer site. ➤ All drivers must sign into and out of customer sites if requested, observe all signage displayed. ➤ Drivers must complete any inductions if requested by the customer. ➤ Before connecting, work out the best route for the flexi hose you may need to liaise with the customer to ensure there is suitable access. Do not put your safety at risk to get the job done quickly. ➤ Vehicles must be kept tidy and free from rubbish (litter may block the night heater intakes). ➤ Mobile phones are not to be used by drivers while operating their vehicles. ➤ Earth cable to be connected when removing low flashpoint fluids ≤55°C. ➤ Additional control measures added due to the C-19 virus (social distancing, Hygiene refer to HS30).

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Introduction					
This procedure describes the method for the collection of waste oil and deliveries of PFO.					
Scope					
This procedure applies to all collections and deliveries between Oil Salvages site at Lyster Road and customers sites located around the country.					
Responsibilities					
Person/role	Responsibilities				
Directors	Ensuring adequate resources are provided to support the implementation of this procedure.				
Transport Manager / coordinators	Ensure vehicle pre use checks are completed. Ensure any issues reported by the drivers are followed up with the relevant departments.				
Drivers	Ensure that this procedure is followed. Ensure that pre use checks of equipment and PPE is completed. Report any issues with the vehicle and equipment. Report any accidents and incidents. Responsible for ensuring the security of the vehicle and contents.				
Instructions					
1.0 Collections and Deliveries from customer sites					
1.1 The driver will arrive at the customers site as directed by their job sheet. Once at the correct location the driver will notify the office via the phone app.					
1.2 The driver will report to the site reception, security lodge or site contact depending on the site they are visiting, following any directions given by the customer.					
1.3 The driver will sign in, complete any induction required and will make themselves aware of any safety rules and signage on the site, or the area they are working in, if unsure they are to seek guidance from their host.					
1.4 If there are any issues regarding the collection or delivery the driver must contact the transport department for further advice and information.					
1.5 The driver will complete a dynamic risk assessment of the area to ensure that floor conditions are ok, the travel route is clear and people working around them will not present a hazard.					
1.6 Any drains in the immediate vicinity of the connection point should be covered.					
2.0 Waste Collections – Tanks					
2.1 The driver will liaise with the site host to determine what waste is to be collected and which pipe to connect to.					
IT IS THE RESPONSIBILITY OF THE CUSTOMER TO DIRECT YOU TO THE CORRECT CONNECTION POINT, IF UNSURE ALWAYS ASK					
2.2 The driver will connect to the correct pipe with the flexible hose using the correct sized adapter fitting.					
2.3 When connected complete a final check that everything is connected.					
2.4 ERRECT THE VEHICLE HANDRAILS, LOCK INTO PLACE and climb onto the tanker to open the pot lids to vent the tanker, The hand rails must remain up whilst the transfer is in operation.					
2.5 Start the tanker pump, open the tanker inlet valve and then open the customer tank discharge valve (depending on the site this may be done by the site host).					
2.6 The driver must stay with the vehicle at all times during the transfer to monitor for any leaks and fill levels.					
2.7 Once the tank is empty shut of the tank discharge valve (depending on the site this may be done by the site host).					
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- 2.8 Allow the hose to empty then shut off the tanker valve and switch off the pump.
- 2.9 Drivers must dip the pot after each collection then record the amount on the consignment note.
- 2.10 Allow the hose to return to its natural state then apply the cap and store securely to the vehicle.
- 2.11 Close the pot lids then collapse the hand rails.
- 2.12 Complete all necessary paperwork notify the office via the app that the job has been completed (during the COVID – 19 Pandemic the driver will request the site contact name and sign the consignment note C-19).
- 2.13 Sign out of the site and proceed to the next destination

3.0 Waste Collections – Drums and IBCs

- 3.1 The driver will liaise with the site host who will direct the driver towards the containers that require emptying.
IT IS THE RESPONSIBILITY OF THE CUSTOMER TO DIRECT YOU TO THE CORRECT CONTAINERS, IF UNSURE ALWAYS ASK.
- 3.2 ERRECT THE VEHICLE HANDRAILS, LOCK INTO PLACE and climb onto the tanker to open the pot lids to vent the tanker, The hand rails must remain up whilst the transfer is in operation.
- 3.3 Connect the container nozzle to the flexible hose, switch on the tanker pump, open the required inlet valve and proceed to suck the contents from the containers.
- 3.4 The driver must stay with the vehicle at all times during the transfer to monitor for any leaks and fill levels.
- 3.5 Once all the containers have been emptied, allow the hose to empty then close the inlet valve and switch off the pump.
- 3.6 Drivers must dip the pot after each collection then record the amount on the consignment note.
- 3.7 Allow the flexihose to return to it's natural state the apply the caps and secure on the vehicle keeping the access ladder clear.
- 3.8 Close the pot lids and collapse the hand rails.
- 3.9 Complete all necessary paperwork notify the office via the app that the job has been completed (during the COVID – 19 Pandemic the driver will request the site contact name and sign the consignment note C-19).
- 3.10 Sign out of the site and proceed to the next destination.

4.0 Delivery of PFO and Waste Oil Transfer Up and Over Line.



- 4.1 The driver will liaise with the site host to determine which tank the PFO is to be transferred to.
IT IS THE RESPONSIBILITY OF THE CUSTOMER TO DIRECT YOU TO THE CORRECT CONNECTION POINT, IF UNSURE ALWAYS ASK.
- 4.2 ERRECT THE VEHICLE HANDRAILS, LOCK INTO PLACE and climb onto the tanker to open the pot lids to vent the tanker, The hand rails must remain up whilst the transfer is in operation.
- 4.3 The driver will connect to the correct pipe with the flexible hose using the correct sized adapter fitting.
- 4.4 Open the valve on the tank.
- 4.5 Connect up the Power Take Off (trailers will have hoses to connect)
- 4.6 Turn on the vehicle engine and engage the PTO.
- 4.7 Open the valves on the trailer and switch on the pump.
- 4.8 Once transfer is complete turn the pump to suck to clear the line.
- 4.9 Shut the valve on the tank and disconnect the hose at the tank end
- 4.10 Turn off the pump and shut the valves on the trailer/wagon.

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- 4.11 Allow the flexihose to return to it's natural state the apply the caps and secure on the vehicle keeping the access ladder clear.
- 4.12 Close the pot lid, collapse the hand rails and disconnect the Power Take Off (trailers will have PTO hoses to connect).
- 4.13 Complete all necessary paperwork notify the office via the app that the job has been completed (during the COVID – 19 Pandemic the driver will request the site contact name and sign the consignment note C-19).
- 5.0 Delivery of PFO and Waste Oil Transfer Bottom filling Inlet Valve**
- 5.1 The driver will liase with the site host to determine which tank the PFO is to be transferred to.
IT IS THE RESPONSIBILITY OF THE CUSTOMER TO DIRECT YOU TO THE CORRECT CONNECTION POINT, IF UNSURE ALWAYS ASK.
- 5.2 ERRECT THE VEHICLE HANDRAILS, LOCK INTO PLACE and climb onto the tanker to open the pot lids to vent the tanker, The hand rails must remain up whilst the transfer is in operation.
- 5.3 The driver will connect to the correct pipe with the flexible hose using the correct sized adapter fitting.
- 5.4 Open The valve on the tank.
- 5.5 Open the valves on the trailer and switch on the pump to blow in.
- 5.6 Once the trailer is empty or required amount has been delivered, put into neutral and close the valves on the tank
- 5.7 Suck the pipe clear by selecting suck and then crack the pipe at the tank end, close the valves on the trailer/wagon.
- 5.8 Allow the flexihose to return to it's natural state the apply the caps and secure on the vehicle keeping the access ladder clear.
- 5.9 Close the pot lid, collapse the hand rails and disconnect the Power Take Off.
- 6.0 Weighing Vehicle - Waste**
- 6.0.1 Once a driver arrives back to site they must weigh on.
- 6.0.2 Once a driver has emptied the Road Tanker they must again weigh on.
- 6.1 Weighing Vehicle – PFO Delivery**
- 6.1.1 Before filling the driver must weigh on.
- 6.1.2 After filling tanker with PFO driver must weigh on.

Training

All drivers are to be trained in this procedure. Drivers will sign to say that they have read, understood and will follow this procedure.

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