

**WAC 173-180-421 Class 2 facility—Operations manual content requirements.** (1) Each operations manual submitted to ecology must contain a written statement binding the manual submitter to its use. In the binding agreement, the signatory will:

(a) Include the name, address, phone number, and email address of the submitting party;

(b) Verify acceptance of the manual by the owner or operator of the Class 2 facility by either signature of an authorized owner, operator, or designee with authority to bind the owners and operators of the facility;

(c) Commit to the implementation and use of the manual;

(d) Verify the person(s) signing the agreement is authorized to make expenditures to implement the requirements of the manual; and

(e) Include the name and location for the base of operations for the mobile fleet, and the starting date of operations.

(2) The facility may submit their United States Coast Guard operations manual required under 33 C.F.R. Part 154.300 to satisfy manual requirements under this chapter if:

(a) Ecology deems that such federal requirements equal or exceed those required in this section; or

(b) The facility modifies or appends the manual to meet requirements as described in WAC 173-180-415(2).

(3) Manuals must address at a minimum the following topics for oil transfer operations from Class 2 facilities:

(a) General information including:

(i) A brief summary of applicable federal, state, and local oil or hazardous material pollution laws and regulations;

(ii) A physical description of the fleet of mobile vehicles or rolling stock including capabilities;

(iii) List all cities where the facility conducts oil transfers;

(iv) Instructions in the use of each communication system;

(v) A description and instructions for the use of drip and re-release containment for all hose connections;

(vi) The maximum allowable working pressure (MAWP) of each hose assembly required to be tested by 33 C.F.R. Part 156.170, including the maximum relief valve setting (or maximum system pressure when relief valves are not provided) for each transfer system, if any;

(vii) Recordkeeping procedures and sample oil transfer forms which are associated with the requirements in this chapter;

(viii) Example maintenance schedules incorporating manufacturers' recommendations or an industrial standard approved by ecology, preventative maintenance, replacement criteria for hose assemblies, pumps, and valves;

(ix) A copy of the safety data sheets (SDS) for each type of oil transferred. The SDS must be in the driver's possession or available at the transfer; and

(x) Discussion of the minimum number of persons or equipment required to perform transfer operations and their duties.

(b) Facility procedures for oil transfers to or from nonrecreational vessels including:

(i) Detailed procedures for transferring oil which will include, at a minimum:

(A) Number of truck/trailer combinations needed;

(B) Transferring oil, including startup, topping off, and shut-down; and

(C) Shift-change procedures;

- (ii) Discussion of equipment and procedures required for all vessels which receive oil from the Class 2 facility;
- (iii) Overfill prevention procedures must be described for transfers to vessels;
- (iv) Discussion regarding the times, hours, or location conditions that could limit deliveries;
- (v) If applicable, procedures for shielding portable lighting;
- (vi) Procedures for observing or detecting leaks from the vessel during oil transfer operations; and
- (vii) Discussion of the facility's requirements regarding weather and sea conditions at the facility which may impact oil transfers to or from vessels including, at a minimum:
  - (A) Monitoring current weather and sea conditions;
  - (B) Monitoring forecasted weather and sea conditions;
  - (C) Procedures for communicating weather and sea conditions to the persons in charge (PICs) at regular intervals;
  - (D) Threshold values for weather and sea conditions above which transfer operations must cease; and
  - (E) Procedures for communicating with the vessel and shutting down the oil transfer should weather or seas exceed threshold values.
- (c) Facility emergency information must include, at a minimum:
  - (i) Procedures for reporting and initial containment of oil discharges;
  - (ii) The name and telephone number of the driver's supervisor or dispatcher and telephone number of the United States Coast Guard, state, local, and other personnel who may be called by the employees of the facility in an emergency;
  - (iii) Emergency plans and procedures including a description of and location of each emergency shutdown system;
  - (iv) Quantity, types, locations, and instructions for use of fire extinguishing equipment; and
  - (v) Means of protecting nearby surface water from impact of discharge of oil, i.e., permanent or temporary drainage structures or devices to protect water at delivery site.
- (d) If a facility conducts Rate A transfers, then the manual must include the safe and effective threshold values identified in the safe and effective threshold determination report under WAC 173-180-224. These values must be for each location where a Rate A transfer occurs.

[Statutory Authority: RCW 88.46.160, 88.46.165, 90.56.005, 90.56.050, 90.56.200, 90.56.220, 90.56.230, and chapter 90.56 RCW. WSR 23-12-077 (Order 21-03), § 173-180-421, filed 6/6/23, effective 7/7/23.]