

## **Checklist for Personnel**

### **Terminal Personnel - Orientation Check List**

- r 1. Equipment orientation
- r 2. Cover new or modified procedures (accounting etc.)
- r 3. Cover safety and firefighting information
- r 4. Issue/post Material Safety Data Sheet (MSDS) (available from your ethanol supplier)
- r 5. Cover product receipt procedure
- r 6. Cover any procedure regarding product inspection and/or sample retention
- r 7. Advise maintenance personnel of conversion and potential for filter/screen plugging
- r 8. Test affected meters and recalibrate if needed (10 to 14 days after initial conversion)

### **Transportation Personnel - Orientation Check List**

#### **Inbound Ethanol Delivery**

- r 1. Cover product delivery procedures
- r 2. Cover applicable firefighting & safety procedures
- r 3. Issue Material Safety Data Sheet (MSDS) (available from your ethanol supplier)
- r 4. Placard requirements
- r 5. Discuss approved prior commodities hauled

#### **Outbound Blended Product Delivery**

- r 1. Cover information on new terminal blending equipment
- r 2. Cover splash blending procedure (if applicable)
- r 3. Cover color codes (API or company specific color codes)
- r 4. Discuss need to test for water bottoms and what procedures to follow when

water bottoms are present. Any level of water above 1/4" should be removed.

r 5. Assuming no water bottoms are present, the load can be dropped per normal procedure.

### **Fuel Ethanol**

Industry Guidelines, Specifications, and Procedures (revised 10/05)

Conversion Procedures

r 1. Review conversion procedures

r 2. Review any special requirements & resulting increase in transportation demands

r 3. Stress importance of no water bottoms

r 4. Cover importance of accurate blend ratios