



Bridging the Biodiesel Gap	Procedure #
Railcar Offloading Checklist	

	Yes/No	Initial	N/A
PRESAMPLING			
Pre-sample has been sent and approved			
COA Received			
BOL Received – weight confirmed			
Verify railcar number			
Bottom seals inspected and in place and match BOL			
Railcar has been spotted and secured			
Bonding and ground cable connected			
Railcar gauges and temperature recorded			
Safety equipment, tools and fall protection in place			
Personal protection equipment: gloves, goggles			
Top seals inspected and in place and match BOL			
Railcar dome is open and properly vented			
Spill Buckets and containment in place			
SAMPLING			
Top, Middle and Bottom samples collected			
Samples are properly labeled, stored and distributed			
Confirm consistency of samples see ASTM short list form			
Confirm consistent product from 1” bottom sampling port (no water no sediment)			
OFFLOADING			
Material compatibility and/or washout ticket confirmed			
Drip buckets / spill containment in place at storage tank / tanker			
Fitting and compatible hoses secured			
Storage tank / tanker compartment gauged and capacity checked			
Over fill protection in place			
Operator present at offloading			
Ensure all valves are in proper position			
Proceed to offloading			
Record weights and volumes			

THIS PRODUCT HAS BEEN PROPERLY UNLOADED BY: _____

TANK CAR # _____ **W/O#** _____

SUPERVISOR _____

SIGNED: _____ **DATE:** _____

REMARKS: