



<b>Bridging the Biodiesel Gap</b>	<b>Procedure #</b>
<b>Tank Truck Offloading Checklist</b>	

	Yes/NO	Initial	N/A
<b>PRELOADING</b>			
Verify Documentation:			
Tanker has been verified clean and in good working order			
Weight Tickets/ Meter Ticket			
Bill of Lading			
COA			
Trailer Grounded			
Brakes Set and Engine Off			
Wheels Chocked			
Safety equipment, tools and fall protection in place			
Personal protection equipment: gloves, goggles			
Tank truck gauges and temperature recorded			
Trailer gaskets inspected			
Seals intact and verified to BOL			
<b>SAMPLING</b>			
Bottom sample collected, field test performed			
Does bottom sample conform, if no see supervisor			
Samples are properly labeled, stored and tested			
Confirm consistency of samples see ASTM short list form			
Has sample result been logged			
<b>OFFLOADING</b>			
Material compatibility and/or washout ticket confirmed			
Drip buckets / spill containment in place at storage tank / tanker			
Fittings 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			

TRAC/TRAILER # \_\_\_\_\_ W/O# \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME \_\_\_\_\_



<b>Bridging the Biodiesel Gap</b>	<b>Procedure #</b>
<b>Tank Truck Offloading Checklist</b>	

REMARKS: