



WASHINGTON STATE
Department of Ecology
 Spill Prevention, Preparedness and Response Program
 Prevention Section
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DELIVERING VESSEL TRANSFER CHECKLIST

Transfer start date: ___/___/___ Time: ___:___ Duration: _____ Location: _____
 Inspection start date: ___/___/___ Time: ___:___ Duration: _____ Bunkering: Yes No
 Inspector(s): _____ Pre-boom: Yes No

Deliverer: Ship Tank Barge **Receiver:** Ship Tank Barge Facility
 Name: _____ IMO/Off #: _____ Name: _____
 Company: _____ Company: _____
 Name of PIC: _____ Name of PIC: _____
 Transfer at: Rate A (>500gpm) Rate B (≤ 500gpm) ANT #: _____
 Product information, type(s) and qty. (Bbls/Liters/Metric Tons/Gals): _____
 Weather: _____ Wind speed/direction: _____ Water speed: _____ Wave height: _____

WAC 173-184	REQUIREMENT	✓, X, C, N/A	REMARKS
Applicable WAC Sections	Rate A & Rate B Transfer Requirements		
100(1)	Advance Notice of Transfer updated if the start time changed more than 6 hours.		
115(2)(a) – Rate A only	Deliverer used the Safe and Effective (S & E) Threshold Values found in the facility's approved Operations Manual		If transferring at a Class 1 facility
115(2)(b) – Rate A only	Deliverer using their S & E Values in their Report approved by Ecology		If transferring at other than a Class 1
115(8)(9); 120(2)	Required amount of boom available		
115(8)(9); 120(1)(2)	Suitable cleanup materials available		
	If using Alternative Measures:		
105	If Equivalent Compliance plan on file, is transfer in compliance with it?		
115(4) – Rate A only	Are Safe and Effective Threshold Values exceeded? Y / N If yes, were Ecology Boom Reporting forms submitted at required intervals?		
115(9)(c) – Rate A only	Spill tracking system functional and on scene or quickly available (30 mins)		
	If Pre-Booming:		
115(8); 120(1)	Boom correctly deployed for coverage of vessel and transfer area		
115(8); 120(1)	Boom has minimum stand-off of five feet		As detailed in the S & E Report
115(8); 120(1)	Boom periodically checked and adjusted as necessary throughout the duration of the transfer and specifically during tidal changes and significant wind or wave events.		
115(7) – Rate A only	Deliverer able to quickly disconnect all boom in the event of an emergency		
115(6) – Rate A only	If simultaneous oil transfers, are suitable portions pre-boomed or alternative measures used?		

WAC 317-40	REQUIREMENT	✓, X, C, N/A	REMARKS
Applicable WAC Sections	Requirements for bunkering a self-propelled vessel 300 gross tons or more		
080 (2)	Access is provided to and from the receiving vessel.		
070 (1)	The persons in charge met in person unless the receiving vessel's master determined it was unsafe.		
070 (1), 080 (3)	The pretransfer conference discussed the DOI; procedures for topping off; and procedures for emergency shutdown.		
080 (4)	The DOI was signed by both persons in charge.		
080 (5)	Communication between the receiving and delivering vessel is accomplished either visually and by voice, sound-powered telephone, radio, or air horn.		
085	Delivering vessel personnel involved in bunkering have not worked more than 15 hours in 24-hour period and not more than 36 hours in any 72-hour period.		
090 (4)	Records available demonstrating compliance with work hour.		

“✓” compliance (Yes), “X” deficiency (No), “C” deficiency corrected on site, “N/A” Not Applicable

Deficiencies (X) and/or deficiencies corrected on site (C):

Comments/recommendations:

Crude Oil
 Gravity: _____
 Viscosity: _____
 Sulfur: _____

PIC Delivering Vessel: _____ **Date:** _____

Inspector: _____ **Date:** _____

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Excerpts from Chapter 173-184 WAC

- 100 1 **Advance Notice of Transfer**
The delivering vessel (or designee) involved in an oil transfer of more than 100 gallons must notify ecology at least 24 hours prior to an oil transfer operation or at least 24 hours or the time frame set forth by the applicable Coast Guard captain of the port, whichever is greater. If the deliverer cannot meet the notification requirements in this section, notice must be provided as soon as possible prior to the oil transfer.
Advance notice information must be updated if the start time of the oil transfer operation in subsection (2)(b) of this section changes from the original reported time by more than six hours.
- 110 **Transfer Containment and Recovery Requirements**
2 The deliverer must first determine the rate at which oil is to be transferred and then follow the applicable requirements outlined in this chapter.
3 To meet the requirements of this chapter, the deliverer must have personnel trained in the proper use and maintenance of boom and associated deployment and oil recovery equipment. The deliverer has access to personnel who are trained in the proper use and maintenance of boom and recovery equipment.
4 All boom and associated equipment, including the equipment used to deploy the boom, must be of the appropriate size and design for safe and effective deployment in the expected environmental conditions encountered in the transfer area.
- 115 **Rate A - Pre-booming** - The Rate A deliverer must pre-boom oil transfers when it is safe and effective to do so.
2 The determination of safe and effective must be made prior to starting a transfer and reevaluated if conditions change before or during a transfer.
2(a) Transfers at a Class 1 facility must use the facility's values found in the facility's operations manual in accordance with WAC 173-180-420.
2(b) Transfers that do not occur at a Class 1 facility must use the values found in the delivering vessel's approved safe and effective threshold determination report submitted in accordance with WAC 173-184-130.
4 When it is not safe and effective to preboom or when conditions develop during a preboomed transfer that require removal of the boom, the Rate A deliverer must report this finding to ecology through the Ecology Boom Reporting Form.

- 7 For the purposes of this section, the deliverer must be able to quickly disconnect all boom in the event of an emergency.
- 8(a) In order to pre-boom transfers, the deliverer must have, prior to the transfer, access to boom four times the length of the largest vessel involved in the transfer or 2,000 feet, whichever is less.
- 8(a)(i) The deliverer must deploy the boom such that it completely surrounds the vessel(s) and facility/terminal dock area directly involved in the oil transfer operation, or the portion of the vessel and transfer area that provides for maximum containment of any oil spilled.
- 8(a) ii The boom must be deployed with a minimum stand-off of five feet away from the sides of a vessel, measured at the waterline. This stand-off may be modified for short durations needed to meet a facility or vessel's operational needs.
- 8(a) iii The deliverer must periodically check the boom positioning and adjust as necessary throughout the duration of the transfer and specifically during tidal changes and significant wind or wave events.
- 8(b) In addition to pre-booming, the deliverer must have the following available on-site:
8(b)i Enough sorbent materials and storage capacity for a seven barrel oil spill appropriate for use on water or land
8(b)ii Containers suitable for holding the recovered oil and oily water; and
8(b)(iii) Non-sparking hand scoops, shovels, and buckets.
- 115 **Rate A - Alternative Measures**
9(a) Prior to starting the oil transfer operation, the deliverer must have access to boom four times the length of the largest vessel involved in the transfer or 2,000 feet, whichever is less.
9(b) The deliverer must have the following available on-site:
9(b)i Enough sorbent materials and storage capacity for a seven barrel oil spill appropriate for use on water or land;
9(b)ii Containers suitable for holding the recovered oil and oily water; and
9(b)iii Non-sparking hand scoops, shovels, and buckets.
9(c) The deliverer must have the ability to safely track an oil spill in low visibility conditions. The tracking system must be on-scene and ready to be deployed within 30 minutes of being made aware of the spill.
- 120 **Rate B - Pre-booming**
1(a) Prior to starting the oil transfer operation the deliverer must deploy boom so that it completely surrounds the vessel(s) and

Excerpts from Chapter 173-184 WAC

- facility/terminal dock area directly involved in the oil transfer operation, or the deliverer may pre-boom the portion of the vessel and transfer area which will provide for maximum containment of any oil spilled into the water.
- 1(a) i The deliverer must deploy the boom with a minimum stand-off of five feet away from the sides of a vessel, measured at the waterline. This stand-off may be modified for short durations needed to meet a facility or vessel's operational needs.
1(a) ii The deliverer must periodically check boom positioning and adjust the boom as necessary throughout the duration of the transfer and specifically during tidal changes and significant wind or wave events.
1(b) The deliverer must have the following available on-site:
1(b) i Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land;. Containers suitable for holding the recovered oil and oily water; and
1(b) ii Non-sparking hand scoops, shovels, and buckets.
- 120 **Rate B – Alternative Measures**
2(a) Prior to starting the oil transfer operation the deliverer must have access to boom sufficient to completely surround the vessel(s) and facility/terminal dock area directly involved in the oil transfer operation, or the deliverer may pre-boom the portion of the vessel and transfer area which will provide for maximum containment of any oil spilled into the water.
2(b) The deliverer must have the following available on-site:
2(b) i Enough sorbent materials and storage capacity for a two barrel oil spill appropriate for use on water or land;
2(b) ii Containers suitable for holding the recovered oil and oily water; and
2(b) iii Non-sparking hand scoops, shovels, and buckets.

Excerpts from Chapter 317-40 WAC

- 317- 40-070 Pretransfer conference.**
(1) Before any oil is transferred during bunkering, the receiving vessel's person in charge and the delivering vessel's or facility's person in charge shall hold a pretransfer conference as required under 33 C.F.R. Sec. 156.120. The persons in charge shall meet in person onboard either vessel or at the facility unless the receiving vessel's master determines it is unsafe under WAC 317-40-050(6). The persons in charge shall:
(a) State and discuss the contents of the declaration of inspection required under 33 C.F.R. Sec. 156.150;
(b) Discuss procedures for informing the delivering vessel's or facility's person in charge before the receiving vessel changes over tanks or begins topping off; and
(c) Discuss emergency shutdown procedures and identify each vessel's means to shut down the transfer in an emergency.
- 317- 40-080 Delivering vessel procedures.**
Delivering vessel personnel may not begin bunkering unless:
(1) The tanker man meets the certification requirements under 46 C.F.R. Subpart 12.20 and has undergone annual training to become familiar with the requirements of this chapter.
(2) Access is provided to and from the receiving vessel that meets WAC 317-40-050(5).
(3) A pretransfer conference was held that met the requirements of WAC 317-40-070;
(4) A declaration of inspection was discussed in the pretransfer conference and signed by both persons in charge as required under 33 C.F.R. Sec. 156.120;
(5) The delivering vessel's person in charge ensures that communication between the receiving and delivering vessel is accomplished either visually and by voice, sound-powered telephone, radio, or air horn, as required under 33 C.F.R. Sec. 155.785; and
(6) The receiving vessel's person in charge has discussed procedures for informing the delivering vessel's person in charge before changing over tanks and beginning topping off.
- 317- 40-085 Work hours.**
Receiving and delivering vessel personnel involved in bunkering may not work more than 15 hours in any 24-hour period nor more than 36 hours in any 72-hour period except in an emergency or spill response operation. For purposes of this section, "emergency" means an unforeseen situation that poses an imminent threat to human safety, or the environment, or substantial loss of property.
- 317- 40-090 Record keeping**
(4) The receiving and delivering vessels' owner or operator shall maintain records, such as log book entries, maintenance records or payroll records, demonstrating compliance with work hour restrictions in Section 317-40-085 and shall, upon request, provide that information to the office of marine safety.