

Bunker Procedure Checklist

Oil Spill Reporting Numbers

*Washington State.....	1-800-258-5990
*USCG (National Response Center)....	1-800-424-8802
MFSA Columbia River.....	1-503-220-2055
WSMC Puget Sound.....	1-206-448-7557
NRC Puget Sound.....	1-877-880-4672

*In case of a spill you must call both numbers
(See RCW 90.56.280)

When Bunkers Arrive

Vessel Access

- Make sure accommodation ladder or other access meets SOLAS standards* and is securely in place between vessel and delivering vessel or facility. WAC 317-40-050(6)

Pre-Transfer Conferences

- Establish two-way communication with delivering vessel or facility. WAC 317-40-050(8)
- Persons-in-Charge must meet in person aboard either vessel or facility to complete the Declaration of Inspection. WAC 317-40-070(1)
- Discuss topping off procedures. WAC 317-40-070(l)(b)
- Discuss emergency shutdown procedures with delivery person, including emergency shutdown signal. WAC 317-40-070(c)
- Identify Point-of-Transfer and Deck-Rover watch to Person-in-Charge of delivery. WAC 317-40-070(2)
- Master or Officer-in-Charge must enter Pre-transfer Conference in official log or deck log. WAC 317-40-090(2)

During Bunkering

- Maintain two-way communication with delivering vessel or facility. WAC 317-40-050(8)(a)
- Maintain two-way communication with the bunker team. WAC 317-40-050(4)
- Notify delivering vessel or facility before changing tanks and topping off. WAC 317-40-050(8)(a)
- Ensure bunkering personnel perform duties as required. WAC 317-40-050(5)
- Ensure no team member exceeds work hour restrictions. WAC 317-40-085

After Bunkering

- Close header valve.
- Drain hoses before disconnecting. Close all bunker system valves.
- Blank bunker hose before returning to delivering vessel or facility.
- Blank bunker header flange.
- Take final soundings of all fuel oil tanks to ensure ample space for expansion.
- Properly complete Oil Record Book, Deck and Engine Log Books.

ADA accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6831 or email at ecyadacoordinator@ecy.wa.gov, or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341.

Written Pre-Load Plan

- Identification and 100 percent capacity of tanks receiving oil. WAC 317-40-050(3)(a)
- Level and type of ROB liquid in each tank before bunkering. WAC 317-40-050(3)(b)
- Planned final level of tanks and the planned final percent of each tank to be filled. WAC 317-40-050(3)(c)
- Order in which tanks will be filled. WAC 317-40-050(3)(d)
- Identity of sounding person in charge of tank sounding and tank valve person in charge of tank valve operation. WAC 317-40-050(3)(e)

Watch Stander Duties

- Assign person, in Oil Transfer Procedures (OTP), to Point-of-Transfer watch at bunker header. WAC 317-40-050(4) & 317-40-050(4)(a)
- Assign person, in Oil Transfer Procedure, to Deck-Rover watch. WAC 317-40-050(4) & 317-40-050(4)(b)
- Ensure that each watch is equipped with two-way communication between the Person in Charge and the Master or officer in charge. WAC 317-40-050(4)
- Communicate sounding levels of tanks being filled to Person in Charge. WAC 317-40-050(7)
- The Pre-loading Plan must be in a language common to all bunkering crew and posted where it can be seen by those involved in bunkering. All OTP's posted throughout the vessel must reflect the same duty assignments and transfer data. WAC 317-40-050(3)
- Assigned personnel must not have worked more than 15 hours in any 24 hour period, nor 36 hours in any 72 hour period (including time it takes to bunker). WAC 317-40-085

Training for Bunker Crew

All bunker crew, including relief personnel, must be trained on bunkering duties within 48 hours prior to scheduled bunkering. Training must be conducted in a language common to all. WAC 317-40-050(1)

- Pre-loading Plan. WAC 317-40-050(1)(a)
 - Penalties and liabilities for failure to comply with regulations and for spilling oil in Washington waters. In addition to penalties and fines for spilling oil, Ecology may issue fines up to \$10,000 per day for violation of state bunkering rules. WAC 317-40-050(1)(b)
 - Oil Transfer Procedures, including each person's bunkering duties. WAC 317-40-050(1)(c)
 - Instruct all bunkering personnel, except Deck-Rover watch, that only bunkering duties may be performed during bunkering. WAC 317-40-050(5)
 - Advise Deck-Rover of other duties that may be performed in addition to primary duty of watching for overflow and leakage. WAC 317-40-050(5)
 - Instruct all personnel to remain at assigned locations during topping off. WAC 317-40-050(5)
 - Communication between receiving and delivering vessel, including English phrases and hand signals for "Stop," "Hold," "Wait," "Fast," "Slow," and "Finish." WAC 317-40-050(8)(b)
 - Emergency shutdown procedures. WAC 317-40-065(1)
- ### Immediately After Training:
- Master or his designee to enter date and time of training in official log or deck log. List only names and ratings of those in attendance. WAC 317-40-090(1)