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	01	CM	RB	13/08/2021	Sept 2024
<b>Description</b>	Material transfers using road vehicles				




## Standards, Procedures & Policies

### OP.101 Material transfers using road vehicles procedure


Item	Comment
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Master Copy Storage	S Drive Maintenance, Health and Safety Manager's office – Clipper House
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Revision History (Last 3 Changes)			
Revision	Date	Initials	Comments / Changes
01	04/08/2021	CM	Initial draft

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## Material transfers using road vehicles procedure

### 1. Who does this procedure apply to?

This procedure applies to all of the following at Slicker Recycling; -

- Transport staff (e.g., drivers, operatives, etc.)
- Any other job role or function, where it is deemed to be relevant

### 2. What does this procedure cover?

This document describes the procedures used to load and offload vehicles during operations by Slicker Recycling Ltd employees. These vehicles include, but are not limited to;

- Offloading a bulk tanker or vacuum tanker
- Loading a bulk tanker or vacuum tanker
- Loading and offloading a flatbed vehicle
- Emergency response

### 3. Why is this procedure important?


To ensure a consistent and safe system of work is followed for all operations whilst reducing safety and environmental incidents.

### 4. When does this relevant procedure apply?

This procedure applies to all vehicle operations on both Slicker and Customer operated assets where loading and offloading is undertaken. It does not apply to transit on public highways or public rest areas where operations are not being undertaken.

### 5. Where can associated documents be found?


Document	S Drive	Description
RA.100	22.06.03	Risk Assessment – Material transfers using road vehicles

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## 6. How is this procedure applied?

### 6.1. Offloading a tanker or vacuum tanker.

- 6.1.1 Upon arrival to the offloading destination the driver is to make themselves known to the site contact and complies with any site-specific requirements such as inductions, PPE, and sign in procedures.
- 6.1.2 The site contact and driver then check the relevant paperwork and confirm the volume and materials to be offloaded and agree a procedure whereby an emergency stop can be facilitated.
- 6.1.3 The driver then applies the parking brake and when required, connects all hydraulic connections, and connects the vehicle to an earthing point.
- 6.1.4 For tankers with cargo pumps the tanker lids should be opened to prevent a vacuum forming during discharge when possible. The driver should ensure handrails are up both sides of the tanker before any personnel climb onto the tanker top. If vehicle does not have handrails, an appropriate loading bay or access gantry may be used. 3 points of contact to be maintained whilst climbing ladders. Should a sample of the load be required it should be taken at this point.  
 Note: For locations where access to the vehicle top is not possible or permitted the tanker vent should be opened from ground level and axle gauges used to determine the vehicle weight.
- 6.1.5 Whilst on top of the tanker the driver should dip the tanker to confirm the quantity to be discharged. Should a sample of the load be required it should be taken at this point.
- 6.1.6 The driver must check the condition of the transfer hoses and ensure the relevant fittings, filters and gaskets are available.
- 6.1.7 Should the use of filters be required they are to be checked for debris prior to offloading. If any debris is found in the filters, then this should be reported immediately. Only when this part of the procedure is complete can the transfer hose be connected.
- 6.1.8 The site contact should ensure all valves on the transfer pipe are in the correct position to the destination tank and that any branches are isolated. The site contact should ensure there is sufficient volume in the destination tank to receive the transfer.
- 6.1.9 The site contact opens the required valves from the loading point to the destination tank.
- 6.1.10 The driver then begins the transfer using the vehicle pump
- For Vacuum Tankers – Pressure should be built up within the tanker barrel prior to opening the outlet valve of the tanker to prevent a backflow of material from the destination tank.
  - For vehicles fitted with cargo pumps – The cargo pump should be started prior to opening the outlet valve of the tanker.
  - When the vehicle pump is bypassed, and a ship or site pump is used the driver must ensure the pump is operational prior to opening the outlet valve of the tanker.
- 6.1.11 Both the driver and site contact should confirm the material is transferring as expected.
- 6.1.12 The driver must remain with the vehicle during the transfer, checking for leaks to hoses, pipe work and pumping mechanism.  
**If any leaks are found immediately stop the process by switching off pumps and closing valves. If possible, identify and rectify the cause of the leak. All spillages must be cleaned up as per the spillage procedure and reported. If safe to do so following the clean-up continue with the discharge.**
- 6.1.13 When the transfer is complete the transfer hose should be sucked or blown clear by the driver.
- For Vacuum Tankers – the line residue should be blown into the destination tank and the discharge point valve closed before closing the tanker outlet valve and venting the tanker pressure.
  - For vehicles fitted with cargo pumps – the discharge point valve should be closed before turning the cargo pump to suck. The transfer hose should then be loosened from the discharge point allowing air ingress before closing the tanker discharge valve and turning off the vehicle pump.
- 6.1.14 The Transfer hose should be removed, the end cap reapplied and stowed away securely. Where applicable the driver should then check any filters for sign of debris. If any debris is found in the filters, then this should be reported immediately.

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6.1.15 The driver and site contact should complete the relevant paperwork and the driver should ensure the vehicle is in a roadworthy condition and all items removed have been adequately secured and the earthing strap removed prior to leaving site.

## 6.2. Loading a tanker or vacuum tanker

6.2.1 Upon arrival to the offloading destination the driver is to make themselves known to the site contact and complies with any site-specific requirements such as inductions, PPE and sign in procedures.

6.2.2 The site contact and driver then check the relevant paperwork and confirm the volume and materials to be loaded and agree a procedure whereby an emergency stop can be facilitated.

6.2.3 The driver then applies the parking brake and when required, connects all hydraulic connections, and connects the vehicle to an earthing point.

6.2.4 For tankers with cargo pumps the tanker lids should be opened to prevent a vacuum forming during discharge when possible. The driver should ensure handrails are up both sides of the tanker before any personnel climb onto the tanker top. If vehicle does not have handrails, an appropriate loading bay or access gantry may be used. 3 points of contact to be maintained whilst climbing ladders. Should a sample of the load be required it should be taken at this point.

Note: For locations where access to the vehicle top is not possible or permitted the tanker vent should be opened from ground level and axle gauges used to determine the vehicle weight.

6.2.5 The driver must check the condition of the transfer hoses and ensure the relevant fittings, filters and gaskets are available and connect the transfer hose to the loading point.

6.2.6 The site contact should ensure all valves on the transfer pipe are in the correct position to the destination tank and that any branches are isolated.

6.2.7 The site contact opens the required valves from the loading point to the destination tank.

6.2.8 The driver then begins the transfer.

- For Vacuum Tankers – a vacuum should be built within the tanker barrel prior to opening the inlet valve of the tanker.
- For vehicles fitted with cargo pumps – the cargo pump should be started as soon as the inlet valve of the tanker is opened.
- When the vehicle pump is bypassed, and a ship or site pump is used the driver must ensure the pump is operational prior to opening the inlet valve of the tanker.

6.2.9 Both the driver and site contact should confirm the material is transferring as expected.

6.2.10 The driver must remain with the vehicle during the transfer, checking for leaks to hoses, pipe work and pumping mechanism.


**If any leaks are found immediately stop the process by switching off pumps and closing valves. If possible, identify and rectify the cause of the leak. All spillages must be cleaned up as per the spillage procedure and reported. If safe to do so following the clean-up continue loading.**

6.2.11 When the transfer is complete the transfer hose should be clearer by the driver.

- For Vacuum Tankers – the loading point valve should be closed, and the transfer hose loosened from the discharge point to allow air ingress. The tanker discharge valve can then be closed before turning off the vehicle pump and venting the pressure from the tanker barrel.
- For vehicles fitted with cargo pumps – the discharge point valve should be closed before turning the cargo pump to suck. The discharge hose should then be loosened from the discharge point allowing air ingress before closing the tanker discharge valve and turning off the vehicle pump.

6.2.12 The Transfer hose should be removed, the end cap reapplied and stowed away securely. Where applicable the driver should then check any filters for sign of debris. If any debris is found in the filters, then this should be reported immediately.

6.2.13 The driver and site contact should complete the relevant paperwork and the driver should ensure the vehicle is in a roadworthy condition and all items removed have been adequately secured and the earthing strap removed prior to leaving site.

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### 6.3. Loading a tanker using an intermediate pump


- 6.3.1 For collection of oil from a vessel or tank it may be required to use an intermediate pump to overcome suction head or to enable vehicle loading over long distances. The pumps used are typically double acting diaphragm pumps operated via a portable air compressor.
- 6.3.2 Procedure 6.2 Loading a tanker or vacuum tanker should be followed however the following steps should be completed between points 6.2.5 and 6.1.12.
- 6.3.2 The portable air compressor should be positioned in a safe area free from potentially flammable atmospheres and without introducing trip hazards.
- 6.3.3 The intermediate diaphragm pump should be connected inline of the transfer hoses.
- Where the pump is used to overcome suction head, this should be positioned as close to the loading point as possible.
  - Where the pump is used due to the distance of the vehicle from the loading point it should be positioned between the loading point and the vehicle inlet.
- 6.3.4 Once the transfer hoses are connected to the air pump the airline can be connected to the pumps air inlet and compressor outlet.
- 6.3.5 once approval has been given to load and all feed valves are open to the diaphragm pump the air compressor should be turned on and the outlet valve opened.
- 6.3.6 The vehicle valves can then be opened as well as the vehicle pump if this is required.
- 6.3.7 During loading steps 6.2.9 and 6.2.10 should be followed incorporating compressor, pump and airline checks for leaks into the procedure.
- 6.3.8 Once the transfer is complete the loading point valves should be closed, and the transfer hose loosened, this will allow air ingress and clear the transfer hose and diaphragm pump of material.
- 6.3.9 The vehicle valves should be closed, and both the vehicle and diaphragm pumps turned off.
- 6.3.10 When disconnecting the airline, it must be depressurized. To do this close the compressor outlet valve and open the diaphragm pump inlet valve. This will cycle the pump and depressurize the airline.
- 6.3.10 remove the airline and follow steps 6.2.12 and 6.2.13

Note: When a portable pump is used this should be installed between the vehicle inlet and loading point and should be approved to the area requirements (ATEX). The air line and connections should be checked for leaks periodically. **The airline must be depressurised prior to disconnection and the portable compressor turned off. The compressor should be located at a safe distance from any area where there is a potential of a flammable atmosphere unless additional onsite controls are implemented such as continual gas testing or other site-specific controls.**

### 6.4. Loading and offloading a flatbed vehicle

#### 6.4.1. Loading and offloading of Intermediate Bulk Containers onto a flatbed vehicle

- Upon arrival the driver is to make themselves known to the site contact and complies with any site-specific requirements such as inductions, PPE, and sign in procedures.
- The site contact and driver then check the relevant paperwork and confirm the quantity and type of materials to be loaded.
- IBCs should be loaded and offloaded using suitable mechanical lifting aids as necessary. **Extra care should be taken when using mechanical lifting aids and approved safe systems of work must be adhered to.**
- When loading an IBC, the bottom valve must be positioned to the outside edge of the trailer.
- The load should be distributed so the weight it towards the front of the vehicle or trailer.
- IBCs should be strapped or secured in place using a suitably rated strap over each row of IBCs or by using vehicle specific securing devices.
- When offloading the IBCs, the straps should be removed, inspected for damage stowed away neatly. Mechanical lifting aids should then be used as necessary to remove the IBC from the vehicle, again following the approved safe system of work.

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#### 6.4.2 Loading and offloading of loads on pallets onto a flatbed vehicle or trailer

- Upon arrival the driver is to make themselves known to the site contact and complies with any site-specific requirements such as inductions, PPE and sign in procedures.
- The site contact and driver then check the relevant paperwork and confirm the quantity and type of materials to be loaded.
- Pallets should be loaded and offloaded using suitable mechanical lifting aids as necessary.  
**Extra care should be taken when using mechanical lifting aids and approved safe systems of work must be adhered to.**
- The load should be distributed so the weight is towards the front of the vehicle or trailer.
- Loads on pallets should be securely packed to prevent rocking and wrapped or banded as required to secure the contents onto the pallet.
- Loads on pallets should be strapped or secured in place using a suitably rated strap over each row or by using vehicle specific securing devices.
- In some cases, where the load is oddly shaped or awkward, additional straps may be required to safely secure the load. It is the responsibility of the driver to ensure the load is secure prior to transit.
- When offloading loads on pallets, the straps should be removed, inspected for damage stowed away neatly. Mechanical lifting aids should then be used as necessary to remove the IBC from the vehicle, again following the approved safe system of work.

#### 6.4.3 Loading and offloading of drums or bins

- Upon arrival the driver is to make themselves known to the site contact and complies with any site-specific requirements such as inductions, PPE and sign in procedures.
- The site contact and driver then check the relevant paperwork and confirm the quantity and type of materials to be loaded.
- Drums and bins should be loaded to the vehicle using suitable mechanical lifting aids and the tail lift of the vehicle as required.  
**Extra care should be taken when using mechanical lifting aids and approved safe systems of work must be adhered to.**
- The load should be distributed so the weight is towards the front of the vehicle or trailer.
- All drums and bins should be packed close together on the vehicle bed and securely strapped to prevent movement in transit.
- The strapping procedure will vary dependant on the load quantity, type and shape however the below gives a guideline to be followed.
  - Drums and bins should be secured from the back to prevent movement during transit.
  - Full drums and bins should have a suitably rated strap over each row or have vehicle specific securing devices used.
  - Empty drums and bins should have a suitably rated strap or vehicle specific securing device applied around the back of every third row.


**Note: Access to flatbed vehicles should be using appropriate ladders or tail lift only. Curtains and/or barriers should remain in place whenever possible when accessing the bed. When this is not possible, only one curtain and/or barrier should be opened at a time to provide barrier at the other side of the vehicle and the open edge should be avoided.**

### 6.5. Emergency response

Minor spillages should be thoroughly cleaned immediately using the emergency spill kit on the vehicle. This spill kit may include absorbent socks, pads, granules, or rags dependant on the vehicle in use. These should be disposed of in a suitable contaminated waste receptacle. All Incidents must be reported immediately.


Major spillages, fires and environmental incidents should be dealt with in conjunction with specific emergency response procedures and reported immediately to your line manager.

All Accidents and Incidents should be reported both in the site accident book and on an incident report form and reported to the management immediately.

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<b>Emergency Contacts</b>	
Slicker Recycling Ltd Head Office	0330 159 8325 (Office hours)
Slicker Recycling Ltd Hull	01482 879666 (Office hours)
Environmental and Disaster response helpline	01372467266 extension 622 (Office hours) 0800 757576 (Out of hours)
24/7 Emergency telephone	0333 333 9908 – Slicker Recycling line 0333 333 9961 – UN tanker advice line



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## 7. Declaration of Understanding

This procedure has been explained to me and I understand it and agree to comply with it.

<b>Employee</b>		<b>Manager</b>		<b>Date</b>
<b>Name</b>	<b>Signed</b>	<b>Name</b>	<b>Signed</b>	

A signed copy must be forwarded to [rachel.hall@slickerrecycling.com](mailto:rachel.hall@slickerrecycling.com) for inclusion in the employee's Training file.