PRE-LOAD/POST_LOAD CHECKLIST

FOR OFFICIAL USE ONLY

BULK LIQUID CHECK LIST
Revision 04/20/92

I. PREPARATION OF SHIPMENT PACKAGE: (Completed prior to SY arrival of transport vehicle).

Completed:

( ) 1. D.O.T. Proper Shipping Name Review Sheet (DSR) complete and attached.
( ) 2. Determining Data for (DSR) complete and on file.
( ) 3. Driver Emergency Response Plan attached.
( ) 4. Transportation Route Sheet attached.

Comments: _____

Code 106.321** _____ DATE _____
Requirements of Section I completed.

II. VEHICLE CHECKLIST PRIOR TO LOADING:

A. Transporters Information: (verify documentation to ensure numbers are valid and current).

( ) 1. Record VA Hazardous Waste Transporter I.D. Number: _____
( ) 2. Record Virginia Hazardous Waste Transporter Permit Number: _____
( ) 3. Record Disposal State Permit Number(s): _____
( ) 4. Driver acknowledges that the Emergency Response Guide Book is present.
( ) 5. Record Transporter Tractor Identification Number: _____
( ) 6. Record Transporter Tractor License Number: _____ / ____ - ____
and decal expiration date. month year
( ) 7. Record Transporter Trailer Identification Number: _____
( ) 8. Record Transporter Trailer License Number: _____ / ____ - ____
and decal expiration date. month year
( ) 9. Container's volumetric conversion chart attached, or on file.

B. Vehicle Information:

( ) 1. Record the following Certification Plate information:
(a) Serial Number _____
(b) Vehicle ID#(VIN) _____
(c) Specification DOT MC _____
(d) Original test date: _____

Comments: _____

*The person designated to sign for an action verifies based on personal observation and certifies by his signature that the action has been performed in accordance with the specified requirements.
**The person designated to sign for an action verifies based on personal observation, certified records or direct reports from watchstanders, and certifies by his signature that the action has been performed in accordance with the specified requirements.

Shipment Document #s _____ / _____ / _____

PRE-LOAD/POST-LOAD CHECKLIST

II.VEHICLE CHECKLIST PRIOR TO LOADING:cont'

( ) 2.Record and verify that the following DOT certification test dates have not expired
(a) V (visual) _____/_____(month/year)
(b) I (Internal)_____/_____(month/year)
(c) P (Pressure)_____/_____(month/year)
(d) K (Leak) _____/_____(month/year)
(e) L (Liner) _____/_____(month/year)

Comments:_____

Code106.321*_____DATE____ _____
Requirements of Section II completed

III.VEHICLE INSPECTION PRELOAD REQUIREMENTS:(Complete checklist prior to loading).

Sat Unsat

( ) ( ) 1. Preparation of shipment package completed(Section I and II).
( ) ( ) 2. Check to assure interior of tank is clean:
( ) A rinse ticket provided by the driver.
( ) Visually check tank is empty, no more than a trace amount is present.
( ) Trace amount is compatible to this material, per previous manifest.
( ) ( ) 3. Overturn protection present and is visually sat.
( ) ( ) 4. Manway(s) assembly is in good condition.(gaskets and closing devices)
( ) ( ) 5. Rupture disc and relief valve in good condition
( ) ( ) 6. Clean out plugs and manhole(s) secured after inspection.
( ) ( ) 7. Closure Devices:No evidence of past leakage and items are in good condition
( ) Manway(s) ( )Valves ( )Clean out plugs ( )Sealing caps
( ) Rupture disc and relief valve ( ) Flange connections
( ) ( ) 8. Product intake/discharge valve leak test performed.
( ) Internal Valve(15 minute maximum view time)
( ) External valve(15 minute maximum view time)
( ) ( ) 9. Tires/wheels satisfactory by 49CFR393.75(with complete rotation)
a.( ) Tires on the front wheels shall have a tread groove pattern depth of at least 4/32 of an inch.
b.( ) All other tires shall have a tread groove pattern depth of at least 2/32 of an inch.
( ) ( ) c.No evidence of: ( )body ply or belt material exposed through the tread or sidewall
( )any tread or sidewall separation
( )flat or an audible leak
( )cut to the extent that the ply/belt material is exposed
( ) ( )10. Tires free of foreign material which may effect tire integrity.
( ) ( )11. Lights operating satisfactory:
( ) Turn signals ( ) Clearance ( ) 4-way flashers
( ) Running ( ) Brake ( ) Head and fog
( ) ( )12. Emergency shutoff device(s) for product discharge valve is present.
( ) ( )13. No bad dents, damage or corrosion areas on tank, piping, or other parts of the trailer.

Comments:_____

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Shipment Document #s_____ /_____/_____

III. **VEHICLE INSPECTION PRELOAD REQUIREMENTS:** (Complete checklist prior to loading).cont'

Sat Unsat

( ) ( )14. Adequate guards/shear section provided for piping, and valves.
( ) ( )15. Bumper located, a minimum of 6" to rear of tank, piping, valves & sealing caps.
( ) ( )16. The type of material scheduled for shipment identified to driver.
( ) ( )17. Placards and identification numbers available, all 4 sides.
( ) ( )18. Additional requirements: _____

Comments: _____

Code 106.321* _____ DATE _____
Requirements of Section III completed.

IV. **REQUIREMENTS FOR OFF SITE QUANTITY VERIFICATION.**

Completed Sat:

( ) 1. Shipment documents completed and signed with estimated quantity.
( ) 2. Land Disposal Certification completed and signed.
( ) 3. Fire Department notified of transfer(196-3335).

Code 106.321* _____ DATE _____
Requirements of Section IV completed.

V. **POST LOADING REQUIREMENTS:** (To be completed after loading).

Completed Sat:

( ) 1. Check the following closure devices to ensure they are properly secured and closed with no evidence of leakage: (a)Product discharge valve, (b)Manway(s) assembly.
( ) 2. Visually inspect tires for cuts and foreign material.
( ) 3. Outage= _____ Inches(measured from top of product to tank radius)

( ) 4. ( ) a. Quantity= _____ Gallons(calculation) _____
( ) b. Record Weight: (full trailer)GROSS _____
(empty trailer)TARE _____
Calculated(product to be shipped)NET _____
( ) 5. Quantity verified by: ( )measuring device/conversion chart ( )certified scales
( ) 6. Outage%= ≥2%(calculation) _____
( ) 7. Driver acknowledges that the material loaded has been properly containerized per DOT and EPA requirements(including placards and identification numbers).
( ) 8. Shipping documents are marked with the proper shipment document number.

Comments: _____

Code 106.321* _____ DATE _____
Requirements of Section V completed.

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Shipment Document #s _____/_____/_____

PRE-LOAD/POST-LOAD CHECKLIST

VI. HW MANAGER REVIEW: (Completed prior to vehicle departure).

HW Manager review must be independent of other Signers and shall be of all verifications that requirements have been specified and/or completed satisfactorily.

Requirements Completed:

( ) 1. Bulk Liquid container check list completed sat.
( ) 2. Verify that all shipping documents are marked with a shipment document number.
( ) 3. Verify Manifest "Generators Certification" statement is current.
( ) 4. Shipping papers and all other documents have been completed, accurate and signed.
( ) 5. Transporter Route Sheet & Driver Emergency Response Plan completed & distributed.
( ) 6. Duty Office and Fire Department Response Folders completed.
( ) 7. Fire Department notified by telcon.

Comments: _____

Code 136.321/HW Manager** _____ DATE _____

Requirements of Section VI completed sat and vehicle may depart.

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Shipment Documents: _____/_____/_____