


















Standard Operating Procedures

Title:	Bulk liquid waste transfer		Date: _____
Task	Hazards	Hazardous Materials	Impacts/Consequence
<ul style="list-style-type: none"> Transfer bulk liquid waste from point of generation to GAC for disposal. Note the waste may need treatment before final disposal or may need to be stored for separation prior to recycling 	<ul style="list-style-type: none"> Slip and Trip Hazards Fire & Explosion Toxic Irritant Corrosive   	<ul style="list-style-type: none"> Oil Diesel Chemicals Sewage 	<ul style="list-style-type: none"> Pollution Injury Death Harm to Human Health

Personal Protective Equipment (PPE)

													
X	X	X	X	X		X							

Pre-Operational Tasks

- Do a site inspection
- Obtain the MSDS of the liquid waste to determine if waste is hazardous and to see other recommendations
- If MSDS not available follow best practice, but at all times know the type of waste that will be handled
- Identify the Risks and what the level of severity of the consequence will be in the event of an incident
- Ensure all PPE is worn, Place safety signs and demarcate the area with cones
- Conduct a toolbox talk
- Remove cellphones from tank and hose controllers

Operation

	Operational Checks	Hazard	Impact/ Consequence	Control Measures
1.	Ensure safety signage is in place	Accidents	Lack of Awareness/Injury	Checklist, Site planning
2.	Check GAC storage tanks before commencing For size and suitability	Pollution, Fire, Slips, Falls Physical, Chemical	Injury, Explosions/fire, Reputational Damage. Oil spill	Checklist
3.	Check hose connections, line up and ensure Gaskets are in place and the route of the hose	Pollution, Fire, Slips, Falls Physical, Chemical	Flammable/Hazardous substance spills, Health complications. Toxic to Humans	Supervision and verification
4.	Is spill kits in place		Failure to contain spill and to cleanup	Checklist
5.	Ensure communication between supervisor, Pump control room and watchman.		Overflow, spills	
6.	Verify the lineup and ensure all valves are Open before commencing the transfer		Spills, Leaks, Burst hoses due to pressure buildup	
7.	Start the transfer slowly to verify flow and no That no leaks exist.		Leaks, Spills	
8.	Constantly carryout safety rounds to verify that Procedures are maintained until completion.		Leaks, Spills	

Post Operational Tasks

- Ensure pumps are stopped and valves are isolated
- Disconnect all hoses and ensure they are drained. Drain pumps.
- Close storage tanks and ensure they are properly secured. Do housekeeping of the site
- Ensure vessel hatches, manholes, valves closed and clean.
- Complete checklist
- Demobilize site
- Issue Waste Certificate

Location: _____

Supervisor: _____