



U.S. COAST GUARD



**Homeland
Security**

FIXED BULK LIQUID FACILITY JOB AID

Facility:	FIN:
MISLE Activity #:	Date:
Unit:	Facility POC:
FSO:	FSO Phone Number
USCG Facility Inspector:	USCG Facility Inspector:
USCG Facility Inspector:	USCG Facility Inspector:

Guidance for completing the Fixed Bulk Liquid Facility Job Aid – Coast Guard facility inspectors shall complete the job aid by verifying the contents within are in line with the requirements as per **33 CFR 154/156**.

Administrative Items	Y	N	N/A
Schedule Inspection			
Review Files			
- Applicability of regulations			
- History of deficiencies			
- MISLE records			
- Changes since last exam			
Review/Verify			
- Alternatives/Exemptions (if applicable) 33 CFR 154.107 and 33 CFR 154.108			
- Operations Manual 33 CFR 154 Subpart B			
- Operations marked IAW 33 CFR 154.300(e)			
- Response Plans 33 CFR 154 Subpart F			
Prepare Inspection Plan			
- Generate Facility Inspection Activity in MISLE; and select appropriate Sub-Activity type			
- Perform a risk assessment & review safe work practices for facility			
- Prior to departing for the Facility: Conduct safety brief & ready appropriate PPE			
Pre-Inspection Items	Y	N	N/A
Is the facility MTSA Regulated per 33 CFR 105?			
- Record date of last MTSA Compliance Exam Date: _____			
- If exam is due; may perform exam utilizing the MTSA Facility Compliance Guide found in the NVIC 03-03 CH. 2, Encl. 7 (Note: SSI when filled out)			
- If not due; may perform Security/TWIC Spot check utilizing the Facility Security Spot Check Guide found in NVIC 03-03 CH. 2, Encl. 11 (Note: SSI when filled out)			
Is the facility a MARPOL Reception Facility per 33 CFR 158?			
- Record date of last MARPOL Exam; Date: _____			
- Record date of current COA: Date: _____			
- If exam is due; may perform exam utilizing the MARPOL Reception Facility Inspection/Investigation Job Aid			

Pre-Inspection Items (Continued)	Y	N	N/A
Does the facility operate a Vapor Control System (VCS) per 33 CFR 154 Subpart P?			
- Verify VCS certification letter from accepted Certifying Entity (CE)			
- Current CE verified by facility and added as associated party in MISLE			
- Last VCS operational review date. _____. (Should be within the last 5 years.)			
- Cargoes certified by CE for loading using VCS are accurate in Operations Manual			

Administration Items on Location	33 CFR	Y	N	N/A
Verify the following:				
- Facility Copy of the Operations Manual (OpsMan) contains the same information as unit file copy	154 Subpart B			
- Facility Response Plan contains same information as unit file copy	154 Subpart F			
- Persons-in-charge (PIC) Designation & Qualification requirements are met and evidence of this designation readily available during transfer operations.	154.710 and 154.730			
- All records required by this subpart available for review	154.740			
- The OpsMan contains a description of the VCS utilized by the facility	154.310(b)			
Training				
- Response plan required under subpart F identifies response training required for employees and for volunteers IAW 29 CFR 1910.120	154.1050(a)			
- Training records available for inspection by Coast Guard and maintained at the facility for at least 3 years	154.1050(b)			
- OSRO identified in response plan maintains personnel training records that are available for inspection by facility management, qualified person, and Coast Guard. Records maintained for 3 years	154.1050(c)			
- All private response personnel trained IAW 29 CFR 1910.120.	154.1050(d)			
- Response has been reviewed annually	154.1065(a)			
- Response plan includes an exercise program that meets minimum exercise requirements for facilities covered by subpart F.	154.1055(a)			
- Facility participates in unannounced exercises as directed by the COTP once every 3 years.	154.1055(b)			
- Exercises				
- Facility participates in Area exercises as directed by the OSC once every 6 years.	154.1055(c)			
- Facility maintains records of all required exercises for 3 years. Records available to the Coast Guard upon request.	154.1055(d)			

Inspect Bulk Liquid Facility	33 CFR	Y	N	N/A
Hose Assemblies				
- Minimum Design pressure is 4 times the sum of the pressure relief valve setting IAW with standards	154.500(a)			
- The MAWP for each hose assembly must be more than the sum of the pressure of the relief valve setting IAW standards	154.500(b)			
- Each nonmetallic hose must be usable for oil or hazardous material service	154.500(c)			
- Each hose assembly must have either full threaded connections or flanges or quick disconnect couplings as required	154.500(d)			
- Each hose is must be marked as required	154.500(e) 154.500(f)			
- The hose burst pressure & pressure used for the test required by 33 CFR 156.170 is not be marked on the hose & is recorded elsewhere as required	154.500(g)			
- Each hose used to transfer fuel to a vessel has a fill pipe with inadequate containment is equipped with an automatic back pressure shutoff valve	154.500(h)			
Loading Arm Requirements				
- Verify design and manufacturing requirements.	154.510(a-c)			
- Loading arm or transfer system does not leak at under static liquid pressure at 1 ½ times MAWP	156.170(c)(4)			
Transfer Hose Condition, Test, and Inspection Requirements				
- Entire external surface of hose available for inspection.	156.170(b)			
- Nonmetallic hose has no kinks, bulges, gouges, or soft spots that penetrate the first layer of hose reinforcement	156.170(c)(1)(i)			
- Nonmetallic hose has no external or internal deterioration	156.170(c)(1)(ii)			
- Hose does not burst, bulge or distort under 1 ½ times MAWP	156.170(c)(1)(iii)			
- Transfer relief valve opens at or below it's set pressure	156.170(c)(2)			
- Pressure gauge accurate within 10 % of actual pressure	156.170(c)(3)			
- Remotely operating or indicating equipment performs such as tank level alarm or shutdown device performs as intended.	156.170(c)(5)			
- Hoses used in underwater service for transfer operations have been tested IAW paragraph 156.170(c)(1) or (c)(4) as applicable	156.170(d)			
- Frequency of test and inspections performed as required in this section	156.170(f)			

Inspect Bulk Liquid Facility (Continued)	33 CFR	Y	N	N/A
Closure and Monitoring Device Requirements				
- Examine and verify closure devices meet these requirements.	154.520(a-b)			
- Are monitoring devices required by COTP per this subpart?	154.525			
Small Discharge Containment/Removal Requirements				
- Examine small discharge containment areas and verify locations	154.530 (a)(1-3)			
- Verify required fixed capacity serving one or more hoses or loading arms	154.530(b)(1-3)			
- Examine small discharge removal	154.540			
Discharge Containment Equipment Requirements				
- Facility must have ready access to enough containment material required for transfers	154.545			
Emergency Shutdown Requirements				
- Emergency means to shutdown transfer near manifold connection	154.550 (a-b)			
- Emergency shutdown of transfer must happen within the required time	154.550(c-d)			
Communication Requirements				
- Verify and test two-way communication system	154.560			
Lighting requirements				
- Verify outdoor lighting adequacy	154.570			
Facility Safety Requirements				
- Unimpeded access for firefighting or other emergency equipment/personnel	154.735(a)			
- Hazmat stored in containers, in operational or maintenance amounts only	154.735(b)			
- Fuel not stored on pier or wharf	154.735(c)			
- Sufficient number of fire extinguishers throughout facility in ready condition	154.735(d)			
- Location of firefighting equipment and alarm box conspicuously marked	154.735(e)			
- Protective equipment ready to operate	154.735(f)			
- Smoking prohibited signs posted where not permitted	154.735(g)			
- Motor vehicles operated or parked in designated locations	154.735(h)			

Inspect Bulk Liquid Facility (Continued)	33 CFR	Y	N	N/A
- Rubbish kept in receptacles	154.735(i)			
- Equipment with internal combustion engine meets required standards	154.735(j)			
- Spark arresters provided on chimneys or appliances as required	154.735(k)			
- Hot work operations meet required criteria	154.735(l)			
- Heating equipment has sufficient clearance	154.735(m)			
- Internal combustion automotive equipment not fueled on pier	154.735(n)			
- There are no open fires or open flame lamps	154.735(o)			
- Electric wiring and equipment is maintained so as to prevent fires	154.735(p)			
- Electrical equipment, wirings, and devices, installed after Oct 4, 1990 meet standards	154.735 (q-r)			
- Tank cleaning or gas freeing operations conducted as required,	154.735(s)			
- Guards or equivalent controls used to detect fires, report emergencies, and ensure access control	154.735(t)			
- Smoking prohibited except in areas designated and marked as required	154.735(u)			
- Warning signs displayed as required	154.735(v)			

Document Inspection results	Y	N	N/A
Complete Inspection report			
Review the report with facility representatives			
Explain inspection results/discrepancies			
Discuss possible enforcement options (if necessary)			
Obtain signatures of representative			

Post Inspection Items	Y	N	N/A
Complete all required MISLE entries (as per MISLE user guides)			
Initiate enforcement actions (if necessary)			
Schedule follow-up inspection (if necessary)			
Update Facility File			

