USCG Operations Manual Review Sheet

Facility: _____ _____ _____ _____	U. S. Coast Guard (334) 441-5286 Marine Safety Office Mobile 150 North Royal Street Suite 2000 Mobile, AL. 36652
Date of Review:	FIN:

* Indicates information required for a mobile transfer facility	COMPLIANCE		
	Yes	No	N/A
* 33 CFR 154.107 Alternative procedures			
* 33 CFR 154.108 Exemptions			
* 33 CFR 154.110 Letter of Intent available			
REQUIREMENTS AS PER 33 CFR 154.310(a)	Yes	No	N/A
(1) Geographic location of the facility			
* (2) Physical description of the facility			
* (3) Hours of operation			
(4) Size, type, and number of vessels facility can transfer to/from simultaneously			
* (5) MSDS info for each product handled at the facility			
* (6) Minimum number of personnel on duty during transfer operations			
* (7) QI names and phone numbers, phone numbers of Coast Guard, local, and other personnel who will be notified during a spill			
(8) Duties of watchmen			
* (9) Description of communications system			
(10) Location and facilities of personnel shelter			
(11) Description and instructions for the use of drip and discharge collection and slop reception facilities			
* (12) Description and location of emergency shutdown			
(13) Description of monitoring devices			
* (14) Quantity, types, location, instructions for use, and time limits for access to containment equipment			
(15) Quantity, types, location, and instructions for use, of fire extinguishing equipment			
* (16) MAWP for each hose, loading arm, and transfer pipe system, maximum relief setting for each relief valve			
* (17) Procedures for:			
(ii) Transferring oil or hazardous materials			
(iii) Completion of pumping			
(iv) Emergencies			
* (18) Procedures for reporting and initial containment for oil or hazardous material spill			
(19) Brief summary of applicable Federal, State, and Local laws			
* (20) Procedures for shielding of lighting			
* (21) Personnel training and qualification program of each PIC			
* (22) Proper marking of hoses used for transferring oil or hazardous material			
* (23) Description of tank cleaning and stripping operations			
33 CFR 154.310(b) Vapor collection system			
* 33 CFR 154.310 (c) All amendments shall be incorporated into the Operations Manual			
* 33 CFR 154.310(d) Operations manual must be written in the specific order			
33 CFR 158.163(c) COA must be attached to the Operations Manual			

Comments:	
Reviewed by:	**Date:**