



## USCG Operations Manual Review Sheet

Facility: _____ _____ _____ _____	U. S. Coast Guard (337) 433-3765 Marine Safety Detachment Lake Charles 150 Marine Street Lake Charles, LA 70601
Date of Review:	FIN:
* Indicates information required for a mobile transfer facility	<b>COMPLIANCE</b>
	Yes      No      N/A
* 33 CFR 154.107 Alternative procedures	
* 33 CFR 154.108 Exemptions	
* 33 CFR 154.110 Letter of Intent available	
<b>REQUIREMENTS AS PER 33 CFR 154.310(a)</b>	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	
<b>Comments:</b>	

<b>Reviewed by:</b>	<b>Date:</b>