#### PRODUCT DELIVERY OBSERVATION FORM

|  |  |  |
| --- | --- | --- |
| Yes | No |  |
|  |  | Prior to tank filling, did personnel determine the amount of product to be delivered as calculated below:  [(tank capacity in gallons) X .9] – (product quantity currently in tank) |
|  |  | Was the delivery person notified of the location of the storm drain inlets and the need to cover the drain inlet should a spill occur? |
|  |  | Were spill control materials immediately available when tank was filled? |
|  |  | Did the University representative notify delivery personnel of the type of overfill prevention (whistle vent, alarm, etc.) that tank is equipped and fueling operation must stop if overfill prevention mechanism indicates the tank is full? |
|  |  | Was spill basket empty prior to filling? |
|  |  | Did University representative verify that correct product is being delivered prior to filling tank? |
|  |  | Was the “No Smoking” rule within 50-feet of delivery truck, dispensing hoses and tank vents followed? |
|  |  | Did the University representative observe and monitor the total delivery operation? |
|  |  | Was the tank overfilled? |
|  |  | Was any product spilled? |
|  |  | If there was a spill, was the delivery company notified and were proper University spill reporting guidelines followed? |
|  |  | Compare actual amount delivered to calculated delivery amount:  Actual amount delivered Gallons  Calculated amount to be delivered Gallons  Difference Gallons  If there is a wide difference, contact EHS. |
|  |  | Was spill basket empty after filling? |

Date:

Tank Filled:

University Representative:

Supplier Representative: