

The University of Texas at Austin

Fuel/Oil Delivery Checklist

- Instructions:**
1. Loading/Unloading CANNOT take place during rainfall events.
 2. If a spill of any quantity occurs, notify EHS immediately at 512-471-3511.
 3. Submit a copy of this form to EHS for each loading/unloading operation.

Printed name of UT Staff member performing inspection: _____

Signature of UT Staff member: _____

Facility: _____

Date: _____

Storage Size: _____

Weather: _____

Contents: _____

Gallons: _____

Before Loading/Unloading

Yes No Comments

Are vehicle driver and UT employee present?		
Is spill kit nearby and properly stocked with materials? (if no do not proceed)		
Is secondary containment in place (if applicable)?		
Are fuel delivery and oil spill signs in place and legible?		
Does tank have sufficient capacity to accept fuel?		
Are wheels of delivery vehicle chocked?		
Is the vehicle leak free?		
Is the vehicle parking brake on?		
Is vehicle motor shut down?		
Minimum distance of 25 feet between vehicle and AST?		
Is the nearest drain, or drains, protected?		
Are tank and hose connections tight and secure?		

During Loading/Unloading

Is level gauge working?		
Does tank have sufficient capacity?		
Are connections leaking?		
If yes, is spill containment in place? (tray, pan)		
Any evidence of fuel/oil on the ground?		

After Loading/Unloading

Are all lines/hoses disconnected?		
Were lines/hoses drained properly?		
Are drain and vent valves closed?		
Any evidence of fuel/oil on the ground?		