SCOPA Code of Practice For
The Sampling and Discharge of Oils From Road Tank Cars

A technical standard issued by
The Seed Crushers and Oil Processors' Association

Version 1

April 2015

Published by

The Seed Crushers and Oil Processors' Association
PO Box 259
Beckenham
Kent
BR3 3YA

Tel: **020 8776 2644**
Fax: **020 8249 5402**
E-mail: **lynda.simmons@scopa.org.uk**

First Published April 2015

SCOPA Code of Practice
For the Sampling and Discharge of Oils From Road Tank Cars

1: On arrival at site the tanker must be inspected visually for external cleanliness, which should be appropriate considering the prevailing weather conditions.

2: All seals on access points or locking systems and equipment to be used must be checked to ensure they are intact and that numbers correspond to those detailed in the documentation for the delivery.

3: The driver's documents must be checked to ensure they are correct and that they conform to the SCOPA Code of Practice.

4: The tanker is then positioned to the correct discharge point.

5: The driver must inspect the discharge valve to ensure cleanliness and then release the tank/foot valve as per design of the tanker in order to fill the pipe to the discharge valve with oil. The driver is responsible for correct discharge of oil for sampling.

6: The tank/foot valve is then closed.

7: A suitable receptacle is positioned under the discharge valve.

8: The valve is carefully opened and approximately 20 kilos of product is run off in order to clear any entrained build up. This oil is then discarded.

9: 1 – 2 kilos of oil is then collected in a clear container, this should be made from white food grade plastic.

10: This sample should be checked for extraneous material. If the oil is clear, the load may be discharged (see point 15).

11: If any extraneous material is found, the sample is discarded and the discharge valve is opened to clear the discharge line. This oil is also discarded.

12: Steps 5 – 10 are repeated but it is important that sufficient time is allowed for settling in order that prevailing samples are representative. At least 15 minutes should be allowed for this.

13: If the second sample is clear, the delivery is accepted. The second sample will determine whether the initial findings were from the back line only.

14: If the second sample shows any extraneous matter, the supplier must be contacted. If the amount of foreign matter has decreased significantly on the second sample, a third sample should be obtained to further ascertain the quality of the delivery. Foreign matter in the third sample may result in rejection.

15: Any further relevant analysis must be performed on a representative sample.

16: Immediately prior to discharge, the receiver should check that flexes and fittings on the tanker are suitable for discharge to commence.

17: On acceptance of the delivery, the flexible hose is connected to the discharge valve of the tanker and the delivery is discharged through a filter (where applicable) into the relevant storage tank. Hose caps must be replaced immediately after use.

18: The driver must not discharge the load without a specific instruction or signature to do so from the customer. The driver must remain with the vehicle at all times during discharge.

19: When the load has been discharged, the driver must check that the line is blown clear and then close the intake valve and disconnect the flex. Drivers should ensure flexes are drained in the appropriate manner – not onto the floor, not into surface drains nor bunded areas.

20: The driver must reseal all access points and equipment on the tanker prior to leaving the site.

N.B: LOCAL SITE HEALTH AND SAFETY INSTRUCTIONS MUST BE OBSERVED AT ALL TIMES.

SAFE WORKING PRACTICES FOR ROAD TANKERS ARE DETAILED IN SCOPA'S GUIDANCE DOCUMENT ENTITLED 'PREVENTING FALLS FROM ROAD TANKERS'.

IN ORDER TO COMPLY WITH REFINERY HYGIENE, HEALTH AND SAFETY RULES, DRIVERS MUST BE ABLE TO UNDERSTAND AND COMMUNICATE CLEARLY WITH ON-SITE STAFF, OTHERWISE VEHICLES MAY BE REJECTED.