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Sent: Thursday, July 9, 2026 9:06 PM
To: Baitong Chen; Christina Ojeda; Nathaniel Dickel
Cc: Bryan Martinez; Sarah Phillips; Matt Breuer
Subject: CCL: South Coast AQMD v. Chiquita Canyon, LLC (Case No. 6177-4) – Condition 27(f)(i)
Attachments: Clean SOPs.zip; Redline SOPs.zip

All,

In accordance with Condition 27(f)(i) of the Stipulated Order for Abatement in Case No. 6177-4, Chiquita Canyon, LLC submits for South Coast AQMD review and approval the attached revised standard operating procedures developed under Condition 27(f) that include instructions applicable to the leachate tank farms installed on site, in accordance with industry standards and best management practices, including:

- Leachate Tanker Loading by Electric Pump at Tank Farms
- Leachate Tanker Loading by Trailer Pump
- Tanker Loading by Vacuum Tank Farm 7
- Truck Valve Tagging
- Tank Filling (new)
- AMT/Gorma-Rupp Stainless Steel Electric Pump (new)
- Non-Entry Single Rinse Tank Cleaning (new)

Thank you,

Bill Haley

Sr. Project Engineer

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SOP (Leachate Tanker Loading by Vacuum Tank Farm 7)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 1 07/09/2026



TASK	Leachate transfer operations using vacuum tankers in tank farm facility.					
POTENTIAL HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☒
	Cuts / Laceration	☐	Dust	☒	Biological	☒
	Pinch / Crush	☒	Noise / Vibration	☒	Haz Waste	☐
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • Safety Toe Shoes • Gas Meter • FR Clothing (High Viz) • Respirator (if applicable) • Chemical Gloves • Safety Glasses					

1. Purpose

This SOP outlines the safe and efficient procedure for loading leachate into a tanker truck using a vacuum system within a tank farm while ensuring compliance and worker safety. The goal of this SOP is to prevent leachate overflow, leaks, spillage, equipment failure/malfunction, operator and/or other human error, exposure of leachate and leachate vapors into the atmosphere in and around the tank farm areas, as well as to provide information on proper maintenance and troubleshooting of the tank farm area.

2. Scope

Applicable to all personnel involved in leachate transfer operations using vacuum tankers at the tank farm facility.

3. Responsibilities

- **Tank Farm Technician** – Wear appropriate PPE, monitor the process, instruct drivers with respect to the tank filling procedures, and inspect and maintain equipment before use.
- **Tank Farm Supervisors** – Ensure compliance with safety and environmental regulations.
- **Tank Farm Gatekeepers** – Manage, monitor, and document all tanker truck operations within the tank farm.

4. Safety Precautions

- **Never** leave the vacuum system unattended during loading.
- **Never** bypass safety devices.
- **Never** leave the loading area unattended during loading.
- **Always** wear appropriate PPE when needed.
- **Always** maintain communication between the Tank Farm Technician and the Tanker Driver.
- Avoid direct contact with leachate.

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- Report any equipment failure, malfunction, or maintenance requirement to the supervisor on duty immediately.
- In case of a spill or other release, activate spill response procedures.

5. Equipment & Materials

- Vacuum pump system
- Suction hoses and couplings
- Flow meter
- Drip pans and absorbents
- Buckets
- Hoses and fittings rated for leachate transfer
- Secondary containment (if required)
- Spill kit (absorbents, containment booms, pads)
- Emergency eyewash and safety shower stations nearby
- Valve tags

6. Pre-Loading Checks

6.1 Inspection of Equipment

- Inspect the **tanker, vacuum pump, and hoses** for leaks, wear, or damage.
- Ensure all valves and connections are in **good working condition**.
- Verify that the **vacuum system** is functioning properly.

6.2 Site Preparation

- A tanker truck will enter the tank farm area and be positioned on a level, designated loading area. The Tank Farm Technician will verify which tank volume the truck is authorized to be loaded with.
- In consultation with the Tanker Driver, an expected volume will be calculated based on the truck's empty "scale in" weight and max weight rating once filled (the difference is therefore the amount of liquid that can be loaded onboard).
- Confirm Tanker Driver is wearing the required PPE.
- Tank Farm Technicians will place dip pans and buckets under all potential spill points.
- Tanker Driver will be instructed to apply wheel chocks to the driver's side.

7. Loading Procedure

7.1 Connecting the System

- Ensure tanker truck is properly grounded (if required).
- Tank Farm Technician will hand over hose to Tanker Driver.
- Tank Farm Technician will verify **hose clamps and fittings** are tight.
- Tank Farm Technician will verify the hose is empty of liquid and bleed the hose to relieve pressure.
- Tanker Driver will be instructed to connect hose to tanker, and Tank Farm Technician will verify it is properly connected.

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- Gatekeeper will verify the designated leachate tank loading port is connected.

7.2 Vacuum Loading Process

- Ensure correct pulling valves are open and treatment manifold ball valve is locked and closed.
- Ensure flowmeter is zeroed out and/or level stick is provided.
- Tanker Driver will be instructed to open valve on truck.
- Tank Farm Technician will open valve to approved/verified tank.
- Gatekeeper and Tank Farm Technician monitor the **flow rate and pressure** to prevent overloading.
- Maintain **constant communication** with Tanker Driver/personnel during loading.

7.3 Completion of Loading

- Once calculated gallons are achieved, Tanker Driver will be instructed to shut off truck valve.
- Tank Farm Technician will close the ball valve, and Tanker Driver will be instructed to clear the house between the valve and tanker by opening the bleeder.
- Tanker Driver will then be instructed to close valve and disengage PTO.
- Tank Farm Technician will disconnect the hose from the tanker carefully to prevent spills.
- Cap will be applied to the tanker and to the hose.
- All valves will be tagged on the tanker (reference to Tagging SOP).
- Top hatch of tanker will be verified sealed.
- The scrubbers will be verified empty.
- The truck will be released once all documentation is verified by Gatekeeper.

8. Post-Loading Actions

- Inspect **hoses and connections** for any leaks or defects.
- Clean up any **minor spills** using the spill kit.
- During and after leachate transfer, visually inspect the tank and area to ensure no spills or leaks occurred. If a spill or leak is identified, it must be reported immediately to CCL compliance staff.

9. Emergency Response Procedures

9.1 General Emergency Actions

In the event of an emergency during tank filling operations:

- **Stop work** immediately and cease all transfer activities.
- Isolate the source of the hazard if it can be done safely.
- Alert all personnel in the immediate area and maintain a safe distance.
- Notify the Tank Farm Supervisor immediately.
- Initiate site-specific emergency communication protocols, including 2 way-radio.
- Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.

9.2 Spill or Release Response

If a spill, leak, or release occurs:

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Rev 1 07/09/2026



- In case of a spill or other release, activate spill response procedures.
- Stop the transfer and secure all valves and connections.
- Contain the spill using available spill response materials (absorbents, berms, etc.).
- Prevent the material from entering drains, soil, or waterways.
- Notify Site Supervisor and follow site environmental reporting procedures.
- Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements.
- Document the incident, including cause, response actions, and corrective measures.

9.3 Fire or Explosion Hazard

In the event of fire, ignition, or explosion risk:

- Immediately stop operations and evacuate the area.
- Use fire extinguishers only if trained and it is safe to do so.
- Maintain a safe distance and account for all personnel at the designated assembly area.
- Do not re-enter the area until cleared by emergency responders.

9.5 Equipment Failure or Loss of Control

If critical equipment fails (hoses, valves, monitoring systems):

- **Stop the transfer immediately.**
- Isolate defective equipment.
- Do not attempt repairs unless authorized and qualified.
- Notify Tank Farm Supervisor and tag equipment.
- Resume operations only after inspection and approval.

9.6 Evacuation Procedures

If evacuation is required:

- Follow site-specific evacuation routes to the designated assembly area.
- Maintain accountability of all personnel.
- Do not leave the site unless instructed.
- Await further instructions from emergency coordinator or CCL management.

9.7 Communication Procedures

During an emergency:

- Maintain clear and direct communication via 2-way radio.
- Provide the following information:
 - Location
 - Type of emergency
 - Any injuries or hazards present
 - Avoid any unnecessary radio traffic to keep communication channel clear.

9.8 Incident Reporting

All emergencies must be documented:

- Complete required incident report as soon as practical.
- Include:
 - Date and time
 - Personnel involved
 - Description of incident
 - Corrective actions implemented
 - Submit reports as per company policy.

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Rev 1 07/09/2026



10. Documentation & Reporting

- Record all **loading activities, inspections, and any incidents.**
- Report any **equipment malfunctions** or environmental concerns to management.
- Record spills, leaks, and releases pursuant to the spill response plan.

Additional References

- CCL must also comply with the applicable leachate tank operations requirements in CCL's *Leachate Unit Management Plan*, *ETLF Operation HASP*, *Leachate Management Plan*, and *Data Management Plan*. This SOP may be modified by one or more of these plans.

SOP- CCL AMT/Gorma-Rupp Stainless Steel Electric Pump – Model 6212-98

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



TASK	Electric pump used in fluid transfer applications.					
HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☒
	Cuts / Laceration	☐	Dust	☒	Biological	☒
	Pinch / Crush	☒	Noise / Vibration	☐	Haz Waste	☒
	High Pressure	☒	Fire	☒	Electrical	☒
PPE REQUIRED	• Hard Hat • FR Clothing • Safety Toe Shoes • Safety Glasses • High Visibility Vest • Chemical Gloves • 5 Gas Meter					

1. Purpose

This SOP outlines the correct procedure for the safe and efficient operation, inspection, and shutdown of the AMT 6212-98 Stainless Steel Electric Pump used in fluid transfer applications.

2. Scope

This SOP applies to all personnel operating or maintaining the 4" 15 HP stainless steel electric pump (Model 6212-98), rated at 620 GPM, 230/460V, 2-phase.

3. Responsibilities

- Operators must always follow this SOP.
- Maintenance personnel must perform inspections and repairs as needed.
- Supervisor - must ensure operators are trained and SOP is followed.

4. Equipment Details

Item	Specification
Model Number	6212-98
Flow Rate	620 GPM
Inlet/Outlet Size	4"
Horsepower	15 HP
Voltage	230/460V, 2-phase
Material	Stainless Steel
Pump Type	Self-Priming, Centrifugal

SOP- CCL AMT/Gorma-Rupp Stainless Steel Electric Pump – Model 6212-98

Prepared for: Chiquita Canyon Landfill (CCL)

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5. Safety Precautions

- **Never** operate pump dry.
- **Never** bypass safety devices.

6. Pre-Operation Inspection

1. Visual Inspection:

- Check for visible damage, leaks, or loose fittings.
- Inspect suction and discharge hoses/connections.

2. Electrical Check:

- Inspect power cord and plug for damage.

3. Fluid Check:

- Ensure the pump casing is filled with liquid to aid in priming.
- Do **not** run the pump dry.

7. Start- Up Procedure

1. Instruct driver to uncap scrubber, uncap exhaust and open valve, and set the truck trailer pump to Neutral.
2. Bleed hose of pressure from the bleeder on outlet on the pump for driver to uncap hose and hook up to the inlet valve on the trailer.
3. Turn on generator internal power switch, then the green button to power up generator.
4. Instruct driver to open the valve on trailer fully, then ¼ crack valves at discharge end of pump and load out rack while simultaneously powering pump with ON switch at the panel and knob to 20-40%.
5. Once pump has vacuum and positive flow achieved on Mag Meter, instruct driver to fully open discharge & load out rack valve and turn knob to 70-80%.

6. Monitor Startup:

- Ensure suction is drawing and discharge flow is smooth.
- Watch mag meter for proper flow reading.
- Listen for unusual sounds (cavitation, vibration, knocking).

7. Check Flow:

- Confirm that flow rate meets operational requirements (250-300 GPM target).

8. Operation Guidelines

- Do **not** run dry - this can damage mechanical seals and impeller.
- Monitor pressure and flow rate periodically.
- Do not exceed rated voltage or current.
- If abnormal noise or vibration occurs, shut down immediately.

SOP- CCL AMT/Gorma-Rupp Stainless Steel Electric Pump – Model 6212-98

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Rev 1 07/09/2026



9. Shutdown Procedure

1. Turn off motor at control panel.
2. Close ball valve at the load out rack and discharge valve on pump.
3. Hook up air hose to bleeder, then turn on compressor.
4. Apply air until hose is clear of liquid and instruct driver to close the truck valve.
5. Use bleeder on outlet of the pump to relief pressure.
6. Once bleed is complete, instruct driver to disconnect hose and cap.
7. Conduct final walk around of trailer/ truck to tag out all potential leak points.
8. Ensure all power is turned off and locked out, if maintenance is needed.
9. Allow pump to cool if recently in use.

10. Maintenance

Task	Frequency	Notes
Visual inspection	Daily	Before and after each use
Lubricate bearings	As per manual	Use manufacturer-recommended grease
Clean strainer/filters	Weekly or as needed	Prevent clogs and maintain flow
Inspect seals & gaskets	Monthly	Replace if signs of wear or leakage
Motor inspection	Quarterly	Check for overheating or electrical wear

11. Troubleshooting Guide

Symptom	Possible Cause	Solution
No suction	Pump not primed	Fill casing with fluid
Low flow rate	Clogged suction/discharge line	Clean lines
Excessive vibration	Worn impeller or bearing	Inspect/replace components
Overheating motor	Voltage mismatch, overload	Verify voltage, check amperage
Leaks	Damaged seals or fittings	Replace seals, tighten fittings
Unable to prime pump	Lack of vacuum	Instruct driver to engage PTO until flow is achieved

SOP- CCL AMT/Gorma-Rupp Stainless Steel Electric Pump – Model 6212-98

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12. Lockout/Tagout Procedure

Before performing any service or maintenance:

1. Disconnect pump from power source.
2. Apply lockout/tagout device on electrical disconnect.
3. Verify de-energization before working on the pump.

13. Emergency Procedure

In case of pump failure, fluid leak, or electrical fault:

1. Shut down the pump immediately.
2. Isolate power at the breaker.
3. Notify supervisor.
4. Follow CCL emergency protocol.

Any leaks, releases, or spills shall be addressed immediately in accordance with site spill response procedures.

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 1 07/09/2026



TASK	Leachate transfer operations using electric pump into tankers in tank farm facility.					
POTENTIAL HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☒
	Cuts / Laceration	☐	Dust	☒	Biological	☒
	Pinch / Crush	☐	Noise / Vibration	☒	Haz Waste	☒
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • Blackline 5 Gas Meter • Safety Toe Shoes • FR Clothing (High Viz) • Respirator (if applicable) • Chemical Gloves • Safety Glasses					

1. Purpose

This SOP outlines the safe and efficient procedure for loading leachate into a tanker truck using an electric pump system within a tank farm while ensuring compliance and worker safety. The goal of this SOP is to prevent leachate overflow, leaks, spillage, equipment failure/malfunction, operator and/or other human error, exposure of leachate and leachate vapors into the atmosphere in and around the tank farm areas, as well as to provide information on proper maintenance and troubleshooting of the tank farm area.

2. Scope

Applicable to all personnel involved in leachate transfer operations using a stainless steel electric pump into tankers at the tank farm facility.

3. Responsibilities

- **Tank Farm Technician** – Wear appropriate PPE, monitor the pump process, instruct drivers with respect to the tank filling procedures, and inspect and maintain equipment before use.
- **Tank Farm Gatekeepers** – Manage, monitor, and document all tanker truck operations within the tank farm.
- **Tank Farm Supervisors** – Ensure compliance with safety and environmental regulations.

4. Safety Precautions

- **Never** operate pump dry.
- **Never** bypass safety devices.
- **Never** leave the loading area unattended during loading.
- **Always** wear appropriate PPE when needed.
- **Always** maintain communication between Tank Farm Technician and Tanker Driver.

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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Rev 1 07/09/2026



- Avoid direct contact with leachate.
- Report any equipment failure, malfunction, or maintenance requirement immediately to the supervisor on duty.
- In case of a spill or other release, activate spill response procedures.

5. Equipment Details & Materials

- Stainless steel pump system
- Suction hoses and couplings
- Mag meter
- Drip pans, containing absorbent
- Buckets
- Hoses and fittings rated for leachate transfer
- Valve tags
- Secondary containment (if required)
- Spill kit (absorbents, containment booms, pads)
- Emergency eyewash and safety shower stations nearby

6. Pre-Operation of Electric Pump Inspection

1. Visual Inspection:

- The Tank Farm Technician will:
 - o Check for visible damage, leaks, or loose fittings; and
 - o Inspect suction and discharge hoses/connections.

2. Electrical Check:

- The Tank Farm Technician will inspect power cord and plug for damage.

3. Fluid Check:

- The Tank Farm Technician will ensure the pump casing is filled with liquid to aid in priming.
- Do not run the pump dry.

7. Start-Up Procedure of Electric Pump

1. Prime the pump:

- Fill pump casing with liquid through the fill port if not already primed.
- Check that the suction line is submerged and free of air leaks.

2. Power On:

- Turn on the disconnect switch or breaker.
- Start the pump using the control panel or motor starter.

3. Monitor Startup:

- Ensure suction is drawing and discharge flow is smooth.
- Watch (meter) for proper reading.
- Listen for unusual sounds (cavitation, vibration, knocking, etc.).

4. Check Flow:

- Confirm that flow rate meets operational requirements (200-300 GPM target).

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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8. Pre-Loading Checks

8.1 Inspection of Equipment

- Inspect the **tanker, electric pump, and hoses** for leaks, wear, or damage.
- Ensure all valves and connections are in **good, working condition**.
- Verify that the **electric pump system** is functioning properly.

8.2 Site Preparation

- All tanker trucks will enter tank farm area guided by tank farm staff and be assigned a designated loading area. Tank Farm Technician will walk the line and verify which tank volume the truck is authorized to be loaded with.
- In consultation with the Tanker Driver, an expected volume will be calculated based on the truck's empty "scale in" weight and max weight rating once filled (the difference is therefore the amount of liquid that can be loaded onboard).
- Confirm Tanker Driver is wearing the required PPE.
- Tank Farm Technicians will place drip pans under all potential spill points.
- Tanker Driver will apply wheel chocks to the driver's side.

9. Loading Procedure

9.1 Connecting the System

- Ensure tanker truck is properly grounded.
- Tank Farm Technician will hand over hose to Tanker Driver.
- Tank Farm Technician will verify **hose clamps and fittings** are tight.
- Tank Farm Technician will verify the hose is empty of liquid and will bleed the hose to relieve pressure.
- Tanker Driver will be instructed to connect hose to the tanker, and Tank Farm Technician will verify it is properly connected.
- Gatekeeper will verify the designated leachate tank loading port is connected.

9.2 Electric Pump Loading Process

- Ensure correct pulling valves are open and treatment manifold ball valve is locked and closed.
- Ensure the mag meter is zeroed out.
- Tanker Driver will be instructed to uncap all exhaust points and scrubber.
- If applicable, Tanker Driver will be instructed to open internal/external valves and inlet valve.
- Tanker Driver will be instructed to open valve on truck.
- Tank Farm Technician will open valve to approved/verified tank.
- Tank Farm Technician will monitor the **flow rate and pressure** to prevent overloading.
- Maintain **constant communication** with Tanker Driver/personnel during loading to ensure that the Tanker Driver and personnel are aware of changes in equipment and liquid transfer status.

If pump loses prime due to tank being emptied, refer to Section 7.1 Start-Up Procedure

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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Rev 1 07/09/2026



9.3 Completion of Loading

- Once calculated gallons are achieved, the Tanker Driver will be instructed to signal cut off and maintain valve open while the Tank Farm Technician pushes compressed air between ball valve housing and tanker.
- Tanker Driver will be instructed to then close trailer inlet valve, and Tank Farm Technician will release pressure from the housing between ball valve and tanker with bleeder.
- Tank Farm Technician will disconnect the hose from the tanker carefully to prevent spills.
- Confirm that the Tanker Driver has applied the cap to the tanker and the hose.
- Confirm that the Tanker Driver has tagged all required tanker valves (see Truck Valve Tagging SOP for additional details).
- Ensure that the Tanker Driver has closed the top hatch and verified the closure.
- Confirm that the scrubbers are verified empty by the Tanker Driver and perform walk around with Gatekeeper per Truck Valve Tagging SOP.
- The truck is released once all documentation is verified by Gatekeeper.

9.4 Overweight Truck

- When loading trailers with PTO and the truck is overweight, excessive liquid needs to be pushed back with PTO pressure.
- Determine how much liquid needs to be pulled out in order to determine how much liquid needs to be pushed back based on the total weight and PSI of the truck.
- Check the level on the tank will be pushing back into.
- If hose is hooked up to pump, the check valve will not allow liquid to push back (hoses would need to be reversed).
- If pushing back directly into manifold, hook the truck/trailer back to manifold.
- Once hooked up, both tank and manifold valves can be opened.
- Tanker Driver will be instructed to relieve all vacuum and air from trailer.
- Tanker Driver will then be instructed to adjust lever over to pressure (before Tanker Driver engages PTO, Tanker Driver will be instructed to open trailer valve.)
- Once liquid has been pushed back, request Tanker Driver to relieve all pressure from trailer for vacuum to engage.

***Sometimes pressure is not needed. If tank is empty or low within the same bank, identify potential gravity feedback to tank.**

- Open tank valve, manifold valve, and trailer valve and confirm liquid is flowing back into tank.

10. Post-Loading Actions

- Turn off motor at control panel.
- Inspect for physical damage to hoses, pipes, and tanks, such as cracks, any exposures of reinforcements, damaged gaskets, and corroded or cracked fittings.
- Clean up any **minor spills or leaks** using the spill/leak kit.
- Follow any reporting requirements as outlined in Section 14.
- During and after leachate transfer, visually inspect the tank and area to ensure no spills or leaks occurred. If a spill or leak is identified, it must be reported immediately.

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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11. Emergency Response Procedures
11.1 General Emergency Actions
In the event of an emergency during tank filling operations: • Stop work immediately and cease all transfer activities. • Isolate the source of the hazard if it can be done safely. • Alert all personnel in the immediate area and maintain a safe distance. • Notify the Tank Farm Supervisor immediately. • Initiate site-specific emergency communication protocols, including 2 way-radio. • Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.
11.2 Spill or Release Response
If a spill, leak, or release occurs: • In case of a spill or other release, activate spill response procedures. • Stop the transfer and secure all valves and connections. • Contain the spill using available spill response materials (absorbents, berms, etc.). • Prevent the material from entering drains, soil, or waterways. • Notify Site Supervisor and follow site environmental reporting procedures. • Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements. • Document the incident, including cause, response actions, and corrective measures.
11.3 Fire or Explosion Hazard
In the event of fire, ignition, or explosion risk: • Immediately stop operations and evacuate the area. • Use fire extinguishers only if trained and it is safe to do so. • Maintain a safe distance and account for all personnel at the designated assembly area. • Do not re-enter the area until cleared by emergency responders.
11.4 Exposure to Hazardous Materials
If personnel are exposed to chemicals, fumes, or hazardous substances: • Move the affected individual to a safe and ventilated area immediately. • Use emergency eyewash or safety shower stations if applicable. • Remove contaminated clothing if necessary. • Seek medical attention promptly via Axxiom. • Report the exposure to Site Supervisor or Safety Manager per site procedures.
11.5 Equipment Failure or Loss of Control
If critical equipment fails (hoses, valves, monitoring systems): • Stop the transfer immediately. • Isolate defective equipment. • Do not attempt repairs unless authorized and qualified. • Notify Tank Farm Supervisor and tag equipment. • Resume operations only after inspection and approval.
11.6 Evacuation Procedures
If evacuation is required: • Follow site-specific evacuation routes to the designated assembly area. • Maintain accountability of all personnel.

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Rev 1 07/09/2026



- Do not leave the site unless instructed.
- Await further instructions from emergency coordinator or CCL management.

11.7 Communication Procedures

During an emergency:

- Maintain clear and direct communication via 2-way radio.
- Provide the following information:
 - Location
 - Type of emergency
 - Any injuries or hazards present
 - Avoid any unnecessary radio traffic to keep communication channel clear.

11.8 Incident Reporting

All emergencies must be documented:

- Complete required incident report as soon as practical.
- Include:
 - Date and time
 - Personnel involved
 - Description of incident
 - Corrective actions implemented.
 - Submit reports as per company policy.

12. Pump Emergency Procedure

In case of pump failure, fluid leak, or electrical fault:

- Shut down the pump immediately.
- Notify supervisor.
- Supervisor will notify Barney's Electrical to isolate power at the breaker.
- Activate the spill response plan, if necessary.
- Evacuate the area, if necessary.

13. Troubleshooting Guide

Symptom	Possible Cause	Solution
No suction	Pump not primed	Fill casing with fluid
Low flow rate	Clogged suction/discharge line	Clean lines
Excessive vibration	Worn impeller or bearing	Inspect/replace components
Overheating motor (Barney's Electrical will be notified)	Voltage mismatch, overload	Verify voltage, check amperage
Leaks	Damaged seals or fittings	Replace seals, tighten fittings

14. Documentation & Reporting

- Record all **loading activities, inspections, and any incidents.**

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- Report any **equipment malfunctions** or environmental concerns to management.
- Record spills, leaks, and releases pursuant to the spill response plan.

Additional References

- CCL must also comply with the applicable leachate tank operations requirements in CCL's *Leachate Unit Management Plan*, *ETLF Operation HASP*, *Leachate Management Plan*, *Spill Response Plan*, and *Data Management Plan*. This SOP may be modified by one or more of these plans.

SOP (Leachate Tanker Loading by Trailer Pump)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 6 07/09/2026



TASK	Leachate transfer operations using trailer pump.					
POTENTIAL HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☒
	Cuts / Laceration	☒	Dust	☒	Biological	☒
	Pinch / Crush	☒	Noise / Vibration	☒	Haz Waste	☒
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • Safety Toe Shoes • 5 Gas Meter • FR Clothing (High Viz) • Respirator (if applicable) • Chemical Gloves • Safety Glasses					

1. Purpose

This SOP provides a standardized, safe, and efficient procedure for transferring leachate to a tanker truck using a pump-based system equipped with vacuum. The goal of this SOP is to prevent leachate overflow, leaks, spillage, equipment failure/malfunction, operator and/or other human error, exposure of leachate and leachate vapors into the atmosphere in and around the tank farm areas, as well as to provide information on proper maintenance and troubleshooting.

2. Scope

This SOP applies to all trained Chiquita Canyon Landfill personnel and authorized contractors involved in leachate tanker filling operations using the trailer vacuum pump system in a tank farm transfer station.

3. Responsibilities

- **Tank Farm Technician** – Wear appropriate PPE, monitor the process, instruct drivers with respect to the tank filling procedures, instruct drivers with respect to the tank filling procedures and inspect and maintain equipment before use.
- **Tank Farm Supervisors** – Ensure compliance with safety and environmental regulations.
- **Tank Farm Gatekeepers** – Manage, monitor, and document all tanker truck operations within the tank farm.

4. Safety Precautions

- **Never** leave the vacuum system unattended during loading.
- **Never** bypass safety devices.
- **Never** leave the loading area unattended during loading.
- **Always** wear appropriate PPE when needed.
- **Always** maintain communication between the Tank Farm Technician and the Tanker Driver.

SOP (Leachate Tanker Loading by Trailer Pump)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 6 07/09/2026



- Avoid direct contact with leachate.
- Report any equipment failure, malfunction, or maintenance requirement to the supervisor on duty immediately.
- In case of a spill or other release, activate spill response procedures.

5. Equipment & Materials

- Transfer pump (diesel-powered)
- Suction hoses and couplings
- Flow meter
- Drip pans and absorbents
- Buckets
- Hoses and fittings rated for leachate transfer
- Secondary containment (if required)
- Spill kit (absorbents, containment booms, pads)
- Emergency eyewash and safety shower stations nearby
- Valve tags

6. Procedure

6.1 Pre-Filling Checks

- Inspect all hoses, couplings, and the pump for leaks, damage, or wear.
- Ensure all valves and connections are in good, working condition.
- Ensure pump has sufficient fuel (diesel).
- All tanker trucks will enter tank farm area guided by tank farm staff and be assigned a designated loading area. The Tank Farm Technician will walk the line and verify which tank volume the truck is authorized to be loaded with.
- In consultation with the Tanker Driver, an expected volume will be calculated based on the truck's empty "scale in" weight and max weight rating once filled (the difference is therefore the amount of liquid that can be loaded onboard).
- Confirm the Tanker Driver is wearing all required PPE.
- Tank Farm Technicians will place drip pans and buckets under all potential spill points. Tanker Driver will be instructed to apply wheel chocks to the driver's side.

6.2 Hose Setup

- The Tank Farm Technician will verify the hose is empty of liquid and bleed the hose to relieve pressure.
- The Tanker Driver will be instructed to properly connect and secure the hose to his tanker from the designated loading area.
- The Gatekeeper will verify the correct tank is being pulled from.
- Ensure correct pulling valves are open and treatment manifold ball valve is locked and closed.
- Ensure flowmeter is zeroed out or level stick is provided.
- Ensure additional manifold poly valves are in the closed position before opening the correct poly valves and tank.

SOP (Leachate Tanker Loading by Trailer Pump)

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Rev 6 07/09/2026



- The Tank Farm Technician will open the approved/verified tank outlet valve and the manifold poly valves.
- Connect discharge hose from the pump's outlet to the tanker's intake valve.
- Secure all connections using proper clamps or camlocks.
- The Tanker Driver will be instructed to open the valve on the tanker truck.
- The Tank Farm Technician will open the ball valve at the designated loading area.
- If applicable, bond/ground hoses to avoid static discharge.

6.3 Pump Operations and Filling

- The Tanker Driver's pump must be in neutral, the exhaust valve must be opened and the Tank Farm Technician must verify that the exhaust has been uncapped and opened to allow trailer to breathe.
- The Tank Farm Technician will start/prime pump, increase RPMs to 1,400.
- Transfer process begins from pump to tanker to calculated volume.
- Monitor the flow and listen for unusual sounds or leaks.
- Stay near the pump and truck throughout the operation.
- Monitor fill level using mag meter, sight gauge, or level stick.
- As tanker approaches the calculated volume, pump will be idled down to 900 RPMs.
- Once total gallons are achieved, the Tanker Driver will be instructed to signal the Tank Farm Technician to cut off flow and close the load out ball valve.

6.4 Completion and Shutdown

- Once calculated gallons are achieved, the trailer pump will be shut off and the load out ball valve at the designated load out area will be closed.
- The Tank Farm Technician will turn on the compressor and apply air to clear the hose from the pump to the tanker.
- Once the hose is clear, the Tanker Driver will be instructed to close the truck valve, and the Tank Farm Technician will also stop supplying air and close the tank valve.
- The Tank Farm Technician will then shut off the compressor and bleed off the remaining air left in the air hose. The Tank Farm Technician will then bleed air from the loading hose passed the check valve and verify and confirm the hose is empty and pressure has been relieved.
- The Tank Farm Technician will disconnect the hose from the tanker carefully to prevent spills.
- Confirm that the Tanker Driver has applied the cap to the tanker and hose.
- Confirm that the Tanker Driver has tagged all required tanker valves (see Valve Tagging SOP for additional details).
- Ensure the Tanker Driver has closed the top hatch and verified the closure.
- Confirm that the scrubbers are verified empty by the Tanker Driver and perform walk around with Gatekeeper per Truck Valve Tagging SOP.
- Truck is released once all paperwork is verified by Gatekeeper.
- The Tank Farm Technician will close the manifold poly valves and tank outlet valve.

6.5 Overweight Trucks

- When loading with pump and truck is overweight, liquid needs to be pushed back into the tank that it was pulled from.

SOP (Leachate Tanker Loading by Trailer Pump)

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Rev 6 07/09/2026



- Reverse hoses on pump inlets.
- Hook up trailer to pump and manifold.
- Calculate how much weight is needed to pull off trailer.
- Before turning on pump, tank valve and manifold valves should be in the open position.
- Once pump is turned **ON** to push back at **900 RPM**, instruct Tanker Driver to open valve.
- Once push back time has been achieved, Tank Farm Technician will turn off pump and close all valves.
- Confirm air hose is connected to **outlet bleeder**. Tanker Driver will be instructed to open valve to push residual liquid still in the hose into trailer.
- Once hose is clear, Tanker Driver will be instructed to close valve.
- Tank Farm Technician will bleed pressure from hose before disconnecting.
- Valve will be capped and tagged.
- Always conduct a final walk through around the entire truck to ensure everything is good for any issues that might arise.

Transfer truck or next truck in line going to same facility to pull liquid off a truck:

- Tank farm staff must guide all trucks to staging area.
- Set up trays under potential spill points.
- Hook up hose to overweight truck.
- Stage transfer truck next to overweight truck and hook up other end of hose to transfer truck.
- Have transfer truck build vacuum (**10 in vacuum**).
- Overweight trailer exhaust valve needs to be open.
- Calculate how much weight to pull off (every min. will take off **(2,000-2500 lbs.)**)
- Once transfer truck has enough vacuum, overweight truck and transfer truck will open valves at the same time and the timer starts.
- Once time has been achieved, driver in overweight truck will be instructed to close truck valve and open truck bleeder to empty liquid in hose.
- Both ends can now be disconnected, final walk around can be conducted, and truck can be tagged out.

7. Post- Operations

- Inspect for physical damage to hoses, pipes, and tanks, such as cracks, any exposures of reinforcements, damaged gaskets, and corroded or cracked fittings.
- Clean up any **minor spills** using the spill kit.
- During and after leachate transfer, visually inspect the tank and area to ensure no spills occurred.
- If a spill is identified, it must be reported immediately to CCL staff.

8. Emergency Response Procedures

8.1 General Emergency Actions

In the event of an emergency during tank filling operations:

- **Stop work** immediately and cease all transfer activities.
- Isolate the source of the hazard if it can be done safely.

SOP (Leachate Tanker Loading by Trailer Pump)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 6 07/09/2026



- Alert all personnel in the immediate area and maintain a safe distance.
- Notify the Tank Farm Supervisor immediately.
- Initiate site-specific emergency communication protocols, including 2 way-radio.
- Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.

8.2 Spill or Release Response

If a spill, leak, or release occurs:

- In case of a spill or other release, activate spill response procedures.
- Stop the transfer and secure all valves and connections.
- Contain the spill using available spill response materials (absorbents, berms, etc.).
- Prevent the material from entering drains, soil, or waterways.
- Notify Site Supervisor and follow site environmental reporting procedures.
- Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements.
- Document the incident, including cause, response actions, and corrective measures.

8.3 Fire or Explosion Hazard

In the event of fire, ignition, or explosion risk:

- Immediately stop operations and evacuate the area.
- Use fire extinguishers only if trained and it is safe to do so.
- Maintain a safe distance and account for all personnel at the designated assembly area.
- Do not re-enter the area until cleared by emergency responders.

8.4 Exposure to Hazardous Materials

If personnel are exposed to chemicals, fumes, or hazardous substances:

- Move the affected individual to a safe and ventilated area immediately.
- Use emergency eyewash or safety shower stations if applicable.
- Remove contaminated clothing if necessary.
- Seek medical attention promptly via Axxiom.
- Report the exposure to Site Supervisor or Safety Manager per site procedures.

8.5 Equipment Failure or Loss of Control

If critical equipment fails (hoses, valves, monitoring systems):

- **Stop the transfer immediately.**
- Isolate defective equipment.
- Do not attempt repairs unless authorized and qualified.
- Notify Tank Farm Supervisor and tag equipment.
- Resume operations only after inspection and approval.

8.6 Evacuation Procedures

If evacuation is required:

- Follow site-specific evacuation routes to the designated assembly area.
- Maintain accountability of all personnel.
- Do not leave the site unless instructed.
- Await further instructions from emergency coordinator or CCL management

8.7 Communication Procedures

During an emergency:

- Maintain clear and direct communication via 2-way radio.
- Provide the following information:

SOP (Leachate Tanker Loading by Trailer Pump)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 6 07/09/2026



- Location
- Type of emergency
- Any injuries or hazards present
- Avoid any unnecessary radio traffic to keep communication channel clear.

8.8 Incident Reporting

All emergencies must be documented:

- Complete required incident report as soon as practical.
- Include:
 - Date and time
 - Personnel involved
 - Description of incident
 - Corrective actions implemented
 - Submit reports as per company policy.

9. Documentation & Reporting

- Record all **loading activities, inspections, and any incidents.**
- Report any **equipment malfunctions** or environmental concerns to management.
- Record spills, leaks, and releases pursuant to the spill response plan.

Additional References

- CCL must also comply with the applicable leachate tank operations requirements in CCL's *Leachate Unit Management Plan*, *ETLF Operation HASP*, *Leachate Management Plan*, and *Data Management Plan*. This SOP may be modified by one or more of these plans.

SOP-Non-Entry Single Rinse Tank Cleaning

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



TASK	Non-entry single-rinse cleaning operations for 20,000-gallon horizontal frac tanks utilizing external pressure washing through designated front or side manways only. Under no circumstances shall personnel physically enter the tank while performing this procedure. Any tank entry activities require a separate Confined Space Entry Permit.					
HAZARDS	Slips/Trips/Falls	☒	Heat / Cold Stress	☒	Chemical Splash / Vapors	☒
	Cuts / Laceration	☒	Dust	☒	Biological	☒
	Pinch / Crush	☒	Noise / Vibration	☒	Haz Waste	☒
	High Pressure	☒	Fire	☒	Exhaust	☒
	Confined Space	☒	Atmospheric Exposure	☒		
PPE REQUIRED	• Hard Hat • 5 Gas Meter • Safety Toe Boots • FR High-Visibility Clothing • Safety Glasses with Side Shields • Face Shield (during pressure washing) • Chemical-Resistant Gloves • Hearing Protection (if applicable) • Tyvek or Chemical Resistant Suit (if required) • Respiratory Protection (if required by atmospheric conditions or supervisor direction)					

1. Purpose

This SOP establishes the standardized requirements and safe work practices for the single-rinse, non-entry cleaning method used on 20,000-gallon horizontal frac tanks. This procedure is intended to rinse and pressure wash the interior surfaces from outside the tank only, utilizing an open front, top, or side manway without any authorized personnel entering the tank.

2. Scope

This SOP applies to all trained Chiquita Canyon Landfill personnel and authorized contractors involved in non-entry single-rinse tank cleaning operations on 20,000-gallon horizontal frac tanks. This SOP does not apply to tank cleaning jobs that require confined space entry, rescue setup, or internal manual cleaning. Under no circumstances shall personnel physically enter the tank while performing this procedure. Those jobs shall be performed under the separate confined-space tank cleaning procedure.

3. Responsibilities

Site Supervisor – Ensures the correct cleaning method is selected, verifies the tank is isolated, out of service and safe to open, confirms required PPE and equipment are available prior to work, and has authority to stop work if unsafe conditions arise.

SOP-Non-Entry Single Rinse Tank Cleaning

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



Tank Farm Personnel – Assists with tank isolation, operational verification, work area preparation, and coordination with the cleaning crew. Verifies the designated tank is out of service prior to beginning cleaning operations. Supports spill prevention and operational safety throughout the entire tank rinsing process.

Cleaning Crew Technician / Operator – Verifies isolation of the tank, assists with opening the manway, operates or assists with the rinse process from outside the tank, and reports unsafe conditions immediately.

Water Truck/Support Personnel – Provides controlled utility water supply to support non-entry tank rinsing operations, assists with hose connections and equipment staging, and maintains housekeeping and safe work conditions throughout the cleaning process.

Safety Officer / Competent Person (if applicable) – Reviews hazards, verifies controls, and confirms that the work remains a non-entry cleaning job.

4. Safety Precautions

4.1 General Safety Precautions

- All personnel must always follow this SOP and site-specific safety policies.
- Only authorized and trained personnel are permitted to perform tank cleaning operations.
- Maintain situational awareness and stop work if unsafe conditions arise.
- Follow **Stop-Work Authority** expectations without hesitation.
- No personnel shall enter the tank at any time while performing this SOP.
- Any cleaning activities requiring tank entry shall be performed under a separate confined-space entry procedure and permit system.
- Atmospheric conditions around the work area shall be monitored when conditions warrant, particularly during opening of tank manways or active rinsing operations.
- If hazardous atmospheric conditions, uncontrolled spills, equipment failure, or unsafe working conditions develop, work shall immediately stop and supervisor or management shall be notified.
- Personnel shall avoid direct exposure to vapors released during cleaning operations.
- High-pressure spray shall never be directed toward personnel.
- Housekeeping throughout the work area shall be maintained to minimize slips, trips, and fall hazards.

5. Procedure

5.1 Pre-Job Coordination

- Tank Cleaning Crew and their support will report to designated Chiquita Canyon Landfill personnel prior to beginning work activities.
- A pre-job safety briefing will be conducted prior to beginning cleaning operations.
- Cleaning team will review and discuss:
 - Scope of work
 - Potential hazards
 - Communication methods
 - Emergency procedures
 - Stop-Work authority expectations

SOP-Non-Entry Single Rinse Tank Cleaning

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



5.2 Tank Verification and Isolation
• It is the duty of Tank Farm Personnel to verify the tank is removed from active service prior to cleaning. • All transfer operations connected to the tank will be stopped before beginning rinsing activities. • Associated valves will be verified in the correct position to prevent unintended liquid transfer. • Only appropriate tank lids/manways designated for cleaning access will be opened as necessary for the non-entry cleaning process.
5.2.1 Lockout/Tagout (LOTO)
• All applicable valves, transfer lines, pumps, and associated energy sources connected to the tank will be isolated prior to beginning cleaning operations. • Lockout/tagout steps will be performed in accordance with the facility's LOTO procedure. • Verification of isolation will be completed prior to opening designated tank manways or beginning rinsing operations. • Only authorized personnel may apply or remove locks/tags.
5.3 Equipment Inspection and Setup
• Pressure washing equipment, hoses, fittings, and water supply connections will be inspected prior to use. See below photo.

SOP-Non-Entry Single Rinse Tank Cleaning

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



- Water truck and cleaning equipment will be positioned in a safe and stable location. See below photo.



- Spill kits, absorbents, drip pans, and containment materials will be accessible near the work area.
- Barricades or cones will be placed as necessary to control access to the work area.
- All hoses will be routed and secured to minimize trip hazards and accidental movement.

5.4 Atmospheric Monitoring and Area Safety

- A calibrated 4-gas or 5-gas monitor will be always worn before, during, and after tank cleaning operations. Atmospheric monitoring performed during the execution of this SOP is intended for area hazard awareness only and does not authorize confined space entry.
- Hazardous vapors and unsafe atmospheric conditions will be constantly monitored around open manways and during active rinsing operations. If any unsafe conditions arise, immediately stop and notify supervisor.

5.5 Non-Entry Single Rinse Cleaning Operations

- Pressure washing will be exclusively performed externally through a designated top, front or side manway while remaining outside of the tank during the duration of all cleaning operations.

SOP-Non-Entry Single Rinse Tank Cleaning

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



- Cleaning crew will maintain a controlled stance and secure grip while operating pressure washing equipment. See below photo.



- Rinsing operations will begin from upper interior surfaces and progress downward to assist with removal of residual material and contaminants.
- Tank cleaning crew will maintain communications throughout cleaning activities.
- Any overspray, spills, splash-back, or uncontrolled discharge will be reported within 15 minutes of occurring.

5.6 Rinse Water and Residual Management

- Rinse water generated during cleaning operations will remain contained within the designated tank system or approved containment area.
- Tank Farm Personnel will coordinate with the cleaning crew on the management of rinse liquids and residual material.
- Residual liquids, solids or materials removed during cleaning operations will be managed using approved containment systems, dewatering practices, or vacuum removal methods in accordance with facility requirements and applicable environmental regulations.
- Dewatering methods may include geotextile filtration systems, containment bins, vacuum removal, or other approved management practices depending on material characteristics and operational conditions present.
- Any leaks, releases, or spills will be addressed immediately in accordance with site spill response procedures.

5.7 Post Cleaning Inspection and Demobilization

- Clean up crew, along with Tank Farm Personnel will visually inspect the tank and surrounding work area.
- QA/QC will be performed on equipment, hoses, and fittings used for the tank cleaning operation.
- Tank lids and manways will be secured following completion of operations.

SOP-Non-Entry Single Rinse Tank Cleaning

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



- Equipment and support vehicles will be removed in a safe and orderly manner.
- All spill containment materials, absorbents, and waste generated during cleaning operations will be properly collected and disposed of.
- Barricades and temporary work area controls may be removed once operations are complete and the area is deemed safe.
- All tools, hoses, fittings, and support equipment will be accounted for to rectify the workspace used.

5.8 Tank Return to Service

- Tank Farm Personnel will verify the tank, associated valves, and connections are returned to the proper operational configuration prior to placing the tank back into service.
- Tank lids, manways, and fittings will be confirmed closed and secured.
- Any temporary barricades, locks, tags, or controls used during cleaning operations may only be removed after the area is deemed safe.
- The completed tank will undergo final inspection activities, including QA/QC verification, water and/or pressure testing, and a complete operational readiness review prior to being returned to service.
- All required operational and compliance documentation will be completed and submitted in accordance with site recordkeeping procedures prior to returning the tank to active status.

6. Documentation and Recordkeeping

6.1 Cleaning Activity Documentation

- Record tank cleaned, date, personnel involved, and completion status

6.2 Incident and Spill Documentation

- Record spills, releases, equipment failures, and abnormal conditions.

6.3 Contractor and Inspection Records

- Maintain applicable contractor documentation, inspection records, and supporting operational notes when required.

7. Emergency Response Procedures

7.1 Immediate Emergency Actions

- Stop work immediately and secure equipment.
- Alert all personnel in the area using radio or verbal communication.
- Notify Site Supervisor and Safety Manager immediately.
- Isolate hazards if safe to do so and keep unauthorized personnel away from the area.

7.2 Spill or Release Response

- Shut off source if it can be done safely.
- Activate spill containment measures (spill kits, absorbents, berms).
- Prevent migration to storm drains, soil, or water sources.
- Notify:
 - Site Supervisor
 - Environmental/Safety personnel
- Follow site spill response procedures and reporting requirements.
- Large releases require immediate escalation and potential evacuation.

SOP-Non-Entry Single Rinse Tank Cleaning

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



7.3 Fire or Explosion Hazard
• Stop all operations immediately. • Shut down ignition sources (equipment, engines) if safe. • Evacuate to designated muster point. • Contact emergency services (911) and site emergency contacts. • Do not re-enter until cleared by emergency responders.
7.4 Hazardous Atmosphere / Gas Detection Alarm
• If gas monitor alarms: • Stop work immediately. • Evacuate upwind to a safe location. • Do not resume work until: • Atmosphere is tested. • Area is deemed safe by a Competent Person.
7.5 Exposure to Hazardous Materials
• Skin/Eye Contact: • Flush immediately using eyewash or emergency shower. • Continue flushing for at least 15 minutes. • Inhalation: • Move person to fresh air immediately. • Ingestion: • Do not induce vomiting unless directed by medical personnel. • Notify Site Supervisor and seek medical attention immediately. • Reference Safety Data Sheets (SDS) for specific chemicals
7.6 Equipment Failure or Loss of Control
• Immediately: • Depressurize system. • Shut down equipment. • Isolate defective equipment. • Tag as Out of Service. • Notify Site Supervisor before any restart.
7.7 Personnel Injury
• Stop work and assess scene for safety. • Provide first aid within level of training. • Contact: • Site Supervisor • Emergency services if needed • Do not move injured personnel unless: • There is an immediate life-threatening hazard. • Maintain incident scene for investigation if applicable.
7.8 Evacuation Procedures
• Upon evacuation order: • Cease operations immediately. • Proceed to designated muster point. • Site Supervisor will: • Conduct headcount/accountability.

SOP-Non-Entry Single Rinse Tank Cleaning

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



- Report missing personnel.
- Remain at muster point until **released by Site Supervisor or emergency responders.**

7.9 Emergency Communication

During emergencies, all communications must include:

- Exact **location**
- Type of incident
- Number of personnel involved
- Known hazards

Radio Protocol:

- Keep transmissions **clear and concise.**
- Avoid unnecessary traffic.
- Use designated emergency channels if applicable.

7.10 Incident Reporting

All incidents must be documented, including:

- Date and time
- Personnel involved
- Description of event
- Root cause (if known)
- Corrective actions taken

Reports must be submitted per **company policy and regulatory requirements.**

8. Revision Log

Revised on 5/19/26 by Safety: Louis Vargas

Additional Sections were included:

7.4 Hazardous Atmosphere / Gas Detection Alarm

- If gas monitor alarms:
 - Stop work immediately
 - Evacuate upwind to a safe location
- Do not resume work until:
 - Atmosphere is tested
 - Area is deemed safe by a competent person

7.7 Personnel Injury

- Stop work and assess scene for safety
- Provide first aid within level of training
- Contact:
 - Supervisor
 - Emergency services if needed
- Do not move injured personnel unless:
 - There is an immediate life-threatening hazard
- Maintain incident scene for investigation if applicable

SOP Tank Filling

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



TASK	Tank filling operations, level verification, active fill monitoring, cross-checking field and remote readings, fill shutdown, documentation, and response to abnormal conditions.					
HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☒
	Cuts / Laceration	☒	Dust	☒	Biological	☒
	Pinch / Crush	☒	Noise / Vibration	☒	Haz Waste	☒
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • 5 Gas Meter • Safety Toe Shoes • FR Clothing (High Vis) • Safety Glasses • Chemical Gloves					

1. Purpose

This SOP establishes standardized requirements for routine tank filling operations, level verification, overfill prevention, and documentation. The procedure is intended to ensure tanks are filled in a controlled manner, physical tank conditions are verified, remote system data is cross-checked, and sufficient headspace is maintained to prevent spills or overfill conditions.

2. Scope

This SOP applies to facility employees and contractors involved in routine tank filling, tank level checks, transfer monitoring, and related documentation. It covers pre-fill verification, physical laser readings, cross-checking against the Wellaware Lift dashboard and WA Field app, active monitoring during transfer, maintaining approximately one foot of headspace, and response to discrepancies, leaks, or abnormal tank conditions.

3. Responsibilities

Tank Farm Supervisors - Wear appropriate PPE, verify the correct tank is selected, obtain and record the physical laser reading. Confirms the planned fill can be performed safely, ensures personnel follow procedure, verify discrepancies are resolved before continuing, and confirm headspace requirements are maintained.

Authorized Personnel - Cross-checks physical readings in the Wellaware Lift dashboard and WA Field app.

Tank Farm Personnel - Follow site instructions, use designated fill points and approved equipment, maintain communication during filling, and stop immediately when directed.

4. Safety Precautions

4.1 General Safety Precautions

- All personnel must follow this SOP and site-specific safety policies at all times.
- Only authorized and trained personnel are permitted to perform tank filling operations.
- Maintain situational awareness and stop work if unsafe conditions arise.
- Follow **Stop-Work Authority** expectations without hesitation.

5. Procedure

SOP Tank Filling

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



5.1 Pre-Fill Planning and Tank Verification

Before starting a tank fill, the operator must confirm:

- The correct tank has been selected for filling.
- Estimated available capacity is sufficient for the planned volume.
- The target fill limit and required headspace are understood before filling begins.
- No conflicting transfer, isolation, or maintenance activity is in progress.
- Required communication is established between all personnel involved in the fill.

5.2 Physical Tank Reading

Physically verify the tank condition before filling:

- The assigned employee shall verify the tank is empty and confirm that all openings, valves, and potential release points are sealed and secured to eliminate the risk of unintended discharge.
- Use the laser to obtain the current tank level reading.
- Record the reading and confirm it appears reasonable for the selected tank.
- If the physical reading cannot be obtained or appears unreliable, do not begin filling.

5.3 Remote System Cross-Check

Cross-check the physical reading against remote data before filling:

- Review the Wellware dashboard (Lift) for the tank level, trend, and tank identification.
- Review the WA Field app on the phone and confirm the same tank information is displayed.
- Compare the physical laser reading with the remote readings and expected tank condition.
- If the physical and remote data do not reasonably align, stop and notify the Tank Farm Supervisor before proceeding.

5.4 Equipment and Area Check

Confirm fill equipment and the work area are ready:

- Verify hoses, valves, caps, gaskets, vents, and fill points are in acceptable condition.
- Ensure secondary containment and spill response materials are available.
- Confirm the transfer path and valve lineup are correct.
- If any leak, damage, blockage, or unsafe condition is identified, STOP operations until corrected.

5.5 Active Filling Operations

During filling, the tank must be actively monitored:

- Begin transfer in a controlled manner and maintain communication with involved personnel. All transfer occurs on secondary containment/liner.
- Monitor the tank physically and by remote indication during the fill.
- Do not leave the operation unattended while product is actively being transferred.
- Stop the fill immediately if the tank responds unexpectedly, a leak is observed, or the readings become inconsistent.

5.6 Fill End Point / Headspace Control

The fill must be stopped before the tank loses required headspace:

- Use the physical laser reading as the primary field verification of tank level.

SOP Tank Filling

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas
Rev 1 07/09/2026



- Cross-check the reading to the Wellaware Lift dashboard and WA Field app during the approach to final level.
- Stop filling at approximately one foot of headspace, or sooner if site conditions require.
- Do not continue filling based only on estimated volume if actual readings indicate the tank is near limit.

5.7 Post-Fill Verification and Documentation

After filling is complete:

- Obtain and record the final physical laser reading.
- Confirm the final condition in the Wellaware Lift dashboard and WA Field app.
- Document start time, stop time, tank filled, beginning and ending readings, and any unusual observations.
- Secure valves, caps, and fittings and verify there is no evidence of leaks or overfill.

5.8 Shift Handoff / Ongoing Monitoring

When a fill is ongoing during personnel transition:

- A direct handoff must occur between the outgoing and incoming responsible personnel.
- The current tank level, remaining available capacity, and any abnormal observations must be communicated clearly.
- If a clear handoff cannot be completed, stop the fill until responsibility is reassigned.

5.9 Abnormal Conditions / Stop-Work Criteria

Stop work and notify Site Supervisor when any of the following occur:

- Physical laser reading and remote system data do not reasonably match.
- Tank level rises faster than expected or available capacity is uncertain.
- Leak, spill, venting issue, alarm, equipment failure, or loss of communication occurs.
- The tank approaches the headspace limit before the planned transfer is complete.

6. Exception Handling / Discrepancies

6.1 Reading Discrepancy

- If the physical laser reading, Wellaware Lift dashboard, and WA Field app do not reasonably agree, stop the fill or do not start the fill. Re-verify the tank, recheck the reading, and notify the Site Supervisor before proceeding.

6.2 Loss of Headspace / Approaching Overfill

- If the tank is approaching the allowable limit or one-foot headspace cannot be maintained, stop the transfer immediately, isolate the fill path as needed, and notify supervision for direction.

6.3 Spill, Leak, or Overflow During Filling

- In case of a spill or other release, activate spill response procedures.
- Stop filling, isolate the source if it can be done safely, deploy spill containment materials, notify the Tank Farm Supervisor, and document the incident and cleanup actions taken.

7. Emergency Response Procedures

SOP Tank Filling

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 1 07/09/2026



7.1 General Emergency Actions
In the event of an emergency during tank filling operations: • Stop work immediately and cease all transfer activities. • Isolate the source of the hazard if it can be done safely. • Alert all personnel in the immediate area and maintain a safe distance. • Notify the Tank Farm Supervisor immediately. • Initiate site-specific emergency communication protocols, including 2 way-radio. • Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.
7.2 Spill or Release Response
If a spill, leak, or release occurs: • In case of a spill or other release, activate spill response procedures. • Stop the transfer and secure all valves and connections. • Contain the spill using available spill response materials (absorbents, berms, etc.). • Prevent the material from entering drains, soil, or waterways. • Notify Site Supervisor and follow site environmental reporting procedures. • Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements. • Document the incident, including cause, response actions, and corrective measures.
7.3 Fire or Explosion Hazard
In the event of fire, ignition, or explosion risk: • Immediately stop operations and evacuate the area. • Use fire extinguishers only if trained and it is safe to do so. • Maintain a safe distance and account for all personnel at the designated assembly area. • Do not re-enter the area until cleared by emergency responders.
7.4 Exposure to Hazardous Materials
If personnel are exposed to chemicals, fumes, or hazardous substances: • Move the affected individual to a safe and ventilated area immediately. • Use emergency eyewash or safety shower stations if applicable. • Remove contaminated clothing if necessary. • Seek medical attention promptly via Axxiom. • Report the exposure to Site Supervisor or Safety Manager per site procedures.
7.5 Equipment Failure or Loss of Control
If critical equipment fails (hoses, valves, monitoring systems): • Stop the transfer immediately. • Isolate defective equipment. • Do not attempt repairs unless authorized and qualified. • Notify Tank Farm Supervisor and tag equipment. • Resume operations only after inspection and approval.
7.6 Evacuation Procedures
If evacuation is required: • Follow site-specific evacuation routes to the designated assembly area. • Maintain accountability of all personnel. • Do not leave the site unless instructed. • Await further instructions from emergency coordinator or CCL management.

SOP Tank Filling

Prepared for: Chiquita Canyon Landfill (CCL)

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Rev 1 07/09/2026



7.7 Communication Procedures

During an emergency:

- Maintain clear and direct communication via 2-way radio.
- Provide the following information:
 - Location
 - Type of emergency
 - Any injuries or hazards present
- Avoid any unnecessary radio traffic to keep communication channel clear.

7.8 Incident Reporting

All emergencies must be documented:

- Complete required incident report as soon as practical.
- Include:
 - Date and time
 - Personnel involved
 - Description of incident
 - Corrective actions implemented
- Submit reports as per company policy.

8. Revision Log

4/1/26 Sections added:

- Section 4- Safety Precautions
 - Sub-section 4.1 General Safety Precautions
- Section 7- Emergency Response Procedures
 - Sub-section 7.1 General Emergency Actions
 - Sub-section 7.2 Spill or Release Response
 - Sub-section 7.3 Fire or Explosion Hazard
 - Sub-section 7.4 Exposure to Hazardous Materials
 - Sub-section 7.5 Equipment Failure or Loss of Control
 - Sub-section 7.6 Evacuation Procedures
 - Sub-section 7.7 Communication Procedures
 - Sub-section 7.8 Incident Reporting

SOP (Truck Valve Tagging)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 1 07/09/2026



TASK	Ensure all trucks valves are properly tagged and securely closed to complete the loading process, preventing leaks, spills, and contamination.					
POTENTIAL HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☐
	Cuts / Laceration	☐	Dust	☒	Biological	☒
	Pinch / Crush	☐	Noise / Vibration	☒	Haz Waste	☒
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • Safety Toe Shoes • FR Clothing (High Viz) • Safety Glasses • Chemical Gloves					

1. Purpose

This SOP outlines how all truck valves should be properly tagged and securely closed to complete the loading process, preventing leaks, spills, and contamination.

2. Scope

This procedure applies to all transport trucks involved in loading operations, bulk liquid, and hazardous material.

3. Responsibilities

- **Tank Farm Technician** - Wear appropriate PPE, monitor the process, tag valves, instruct driver to ensure that tags are in place before departure, and inspect and maintain equipment before use.
- **Gatekeeper** -- Wear appropriate PPE, conduct walkthrough and maintain manifest documentation.
- **Truck Driver** - Confirm tags are in place before d
- **Tank Farm Supervisors** - Ensure compliance with safety and environmental regulations.

4. Equipment & Materials

- Tug Tight Locking Tags (Red)

5. Tagging Procedure

5.1 Prep-Valve Tagging

- If top hatch has been opened during the filling process, confirm the Truck Driver has tightened all wing nuts on the hatches.

SOP (Truck Valve Tagging)

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Authorized By: Louis Vargas

Rev 1 07/09/2026



6. Initiation of Walkthrough

- **Responsible Party:** Gatekeeper
 - **Action:** The Gatekeeper will initiate a walkthrough with the Truck Driver and Tank Farm Technician after filling a truck with the approved liquids.

7. Tagging Process

- **Responsible Party:** Tank Farm Technician
 - **Action:** The Tank Farm Technician will provide locking tags to the Truck Driver as each closed valve is identified, indicating that it is properly shut.



8. Valve Locking

- **Responsible Party:** Truck Driver
 - **Action:** The Truck Driver will be instructed to **Lock** and **Tag** all drain and release valves to indicate that they have been properly closed and secured.

9. Emergency Response Procedures

9.1 General Emergency Actions

In the event of an emergency during tank filling operations:

- **Stop work** immediately and cease all transfer activities.
- Isolate the source of the hazard if it can be done safely.
- Alert all personnel in the immediate area and maintain a safe distance.
- Notify the Tank Farm Supervisor immediately.
- Initiate site-specific emergency communication protocols, including 2 way-radio.
- Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.

9.2 Spill or Release Response

If a spill, leak, or release occurs:

- In case of a spill or other release, activate spill response procedures.
- Stop the transfer and secure all valves and connections.

SOP (Truck Valve Tagging)

Prepared for: Chiquita Canyon Landfill (CCL)

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Rev 1 07/09/2026



- Contain the spill using available spill response materials (absorbents, berms, etc.).
- Prevent the material from entering drains, soil, or waterways.
- Notify Site Supervisor and follow site environmental reporting procedures.
- Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements.
- Document the incident, including cause, response actions, and corrective measures.

9.3 Fire or Explosion Hazard

In the event of fire, ignition, or explosion risk:

- Immediately stop operations and evacuate the area.
- Use fire extinguishers only if trained and it is safe to do so.
- Maintain a safe distance and account for all personnel at the designated assembly area.
- Do not re-enter the area until cleared by emergency responders.

9.4 Exposure to Hazardous Materials

If personnel are exposed to chemicals, fumes, or hazardous substances:

- Move the affected individual to a safe and ventilated area immediately.
- Use emergency eyewash or safety shower stations if applicable.
- Remove contaminated clothing if necessary.
- Seek medical attention promptly via Axxiom.
- Report the exposure to Site Supervisor or Safety Manager per site procedures.

9.5 Equipment Failure or Loss of Control

If critical equipment fails (hoses, valves, monitoring systems):

- **Stop the transfer immediately.**
- Isolate defective equipment.
- Do not attempt repairs unless authorized and qualified.
- Notify Tank Farm Supervisor and tag equipment.
- Resume operations only after inspection and approval.

9.6 Evacuation Procedures

If evacuation is required:

- Follow site-specific evacuation routes to the designated assembly area.
- Maintain accountability of all personnel.
- Do not leave the site unless instructed.
- Await further instructions from emergency coordinator or CCL management.

9.7 Communication Procedures

During an emergency:

- Maintain clear and direct communication via 2-way radio.
- Provide the following information:
 - Location
 - Type of emergency
 - Any injuries or hazards present
 - Avoid any unnecessary radio traffic to keep communication channel clear.

9.8 Incident Reporting

All emergencies must be documented:

- Complete required incident report as soon as practical.
- Include:

SOP (Truck Valve Tagging)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev 1 07/09/2026



- Date and time
- Personnel involved
- Description of incident
- Corrective actions implemented
- Submit reports as per company policy.

10. Documentation & Reporting

- **Responsible Party:** Gatekeeper
 - **Action:** The Gatekeeper will document “**all valves tagged**” on the manifest.

11. Approval for Departure

- **Responsible Party:** Gatekeeper
 - **Action:** The manifest will indicate “**all valves tagged**” and will be given to the Truck Driver who is then approved to depart from the tank farm.

NOTES

- Ensure that all tags are visible and securely attached.
- Follow all safety protocols during the tagging process to prevent any accidents.

Example of Locking Tag



SOGSOP (Leachate Tanker Loading by Vacuum Tank Farm 7)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: [Louis Vargas](#)

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TASK	Leachate transfer operations using vacuum tankers in tank farm facility.					
POTENTIAL HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☒
	Cuts / Laceration	☐	Dust	☒	Biological	☒
	Pinch / Crush	☒	Noise / Vibration	☒	Haz Waste	☒ ☐
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • Safety Toe Shoes • Gas Meter • FR Clothing (High Viz) • Respirator (if applicable) • Chemical Gloves • Safety Glasses					

1. Purpose

~~To outline~~ [This SOP outlines](#) the safe and efficient procedure for loading leachate into a tanker truck using a vacuum system within a tank farm while ensuring compliance and worker safety. The goal of this SOP is to prevent leachate overflow, leaks, spillage, equipment failure/malfunction, operator and/or other human error, exposure of leachate and leachate vapors into the atmosphere in and around the tank farm areas, as well as to provide information on proper maintenance and troubleshooting of the tank farm area.

2. Scope

Applicable to all personnel involved in leachate transfer operations using vacuum tankers at the tank farm facility.

3. Responsibilities

- **Tank Farm Technician** – ~~must follow this SOP, wear~~ [Wear](#) appropriate PPE, ~~and monitor the process.~~ ~~Inspect, instruct drivers with respect to the tank filling procedures, and inspect~~ and maintain equipment before use.
- **Tank Farm Supervisors** – ~~ensure~~ [Ensure](#) compliance with safety and environmental regulations.
- **Tank Farm Gatekeepers** – Manage, monitor, and document all tanker truck operations within the tank farm.
- ~~Tanker Driver~~ ~~Assists with hose connection and ensures vehicle readiness.~~

4. Safety Precautions

- **Never** leave the vacuum system unattended during loading.
- **Never** bypass safety devices.
- **Never** leave the loading area unattended during loading.
- **Always** wear appropriate PPE when needed.
- **Always** maintain communication between ~~tank farm tech and driver~~ [the Tank Farm](#)

SOGSOP (Leachate Tanker Loading by Vacuum Tank Farm 7)

Prepared for: Chiquita Canyon Landfill (CCL)

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Rev ~~0-01/09/2026~~ [1 07/09/2026](#)



Technician and the Tanker Driver.

- Avoid direct contact with leachate.
- Report any equipment failure, malfunction, or maintenance requirement to the supervisor on duty immediately.
- In case of a spill or other release, activate spill response procedures.

5. Equipment & Materials

- Vacuum pump system
- Suction hoses and couplings
- Flow meter
- Drip pans and absorbents
- Buckets
- Hoses and fittings rated for leachate transfer
- Secondary containment (if required)
- Spill kit (absorbents, containment booms, pads)
- Emergency eyewash and safety shower stations nearby
- Valve tags

6. Pre-Loading Checks

6.1 Inspection of Equipment

- Inspect the **tanker, vacuum pump, and hoses** for leaks, wear, or damage.
- Ensure all valves and connections are in **good working condition**.
- Verify that the **vacuum system** is functioning properly.

6.2 Site Preparation

- A tanker truck will enter the tank farm area and be positioned on a level, designated loading area. The Tank ~~farm tech~~ Farm Technician will verify which tank volume the truck is authorized to be loaded with.
- In consultation with the ~~truck driver~~ Tanker Driver, an expected volume will be calculated based on the truck's empty "scale in" weight and max weight rating once filled (the difference is therefore the amount of liquid that can be loaded onboard).
- Confirm ~~driver~~ Tanker Driver is wearing the required PPE.
- Tank ~~farm techs~~ Farm Technicians will place dip pans and buckets under all potential spill points.
- Tanker Driver will be instructed to apply wheel chocks to the driver's side.

7. Loading Procedure

7.1 Connecting the System

- Ensure tanker truck is properly grounded (if required).
- Tank ~~farm tech~~ Farm Technician will hand over hose to ~~driver~~ Tanker Driver.
- Tank ~~farm tech~~ Farm Technician will verify **hose clamps and fittings** are tight.
- Tank ~~farm tech~~ Farm Technician will verify the hose is empty of liquid and bleed the hose to relieve pressure.
- Tanker Driver will be instructed to connect hose to tanker, and ~~tank farm tech~~ Tank Farm Technician will verify it is properly connected.

SOGSOP (Leachate Tanker Loading by Vacuum Tank Farm 7)

Prepared for: Chiquita Canyon Landfill (CCL)

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Rev ~~0-01/09/2026~~ [1 07/09/2026](#)



- Gatekeeper will verify the designated leachate tank loading port is connected.

7.2 Vacuum Loading Process

- Ensure correct pulling valves are open and treatment manifold ball valve is locked and closed.
- Ensure flowmeter is zeroed out and/or level stick is provided.
- [Tanker Driver](#) ~~opens~~ [will be instructed to open](#) valve on truck.
- Tank ~~farm-tech opens~~ [Farm Technician will open](#) valve to approved/verified tank.
- ~~Monitor~~ [Gatekeeper and Tank Farm Technician monitor](#) the **flow rate and pressure** to prevent overloading.
- Maintain **constant communication** with ~~driver~~ [Tanker Driver](#)/personnel during loading.

7.3 Completion of Loading

- Once calculated gallons are achieved ~~the driver,~~ [Tanker Driver](#) will [be instructed to](#) shut off truck valve.
- Tank ~~farm-tech closes~~ [Farm Technician will close the](#) ball valve, and ~~driver-clears~~ [Tanker Driver will be instructed to clear](#) the house between [the](#) valve and tanker by opening the bleeder.
- [Tanker Driver](#) will then [be instructed to](#) close valve and disengage PTO.
- Tank ~~farm-tech~~ [Farm Technician](#) will disconnect the hose from the tanker carefully to prevent spills.
- Cap ~~is~~ [will be](#) applied to the tanker and to the hose.
- All valves ~~are~~ [will be](#) tagged on [the](#) tanker (reference to Tagging SOP).
- Top hatch of tanker ~~is~~ [will be](#) verified sealed.
- The scrubbers ~~are~~ [will be](#) verified empty.
- The truck ~~is~~ [will be](#) released once all documentation is verified by Gatekeeper.

8. Post-Loading Actions

- Inspect **hoses and connections** for any leaks or defects.
- Clean up any **minor spills** using the spill kit.
- During and after leachate transfer, visually inspect the tank and area to ensure no spills [or leaks](#) occurred. If a spill [or leak](#) is identified, it must be reported immediately to CCL [compliance](#) staff.

9. ~~Spill~~ & Emergency Response [Procedures](#)

[9.1 General Emergency Actions](#)

[In the event of an emergency during tank filling operations:](#)

- [Stop work immediately and cease all transfer activities.](#)
- [Isolate the source of the hazard if it can be done safely.](#)
- [Alert all personnel in the immediate area and maintain a safe distance.](#)
- [Notify the Tank Farm Supervisor immediately.](#)
- [Initiate site-specific emergency communication protocols, including 2 way-radio.](#)
- [Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.](#)

[9.2 Spill or Release Response](#)

SOGSOP (Leachate Tanker Loading by Vacuum Tank Farm 7)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev ~~0-01/09/2026~~¹ 07/09/2026



If a spill, leak, or release occurs:

- In case of a ~~minor spill~~: or other release, activate spill response procedures.
 - ~~Ensure the source of the spill has ceased.~~
 - ~~Use spill absorbents to contain and clean up.~~
 - ~~Dispose of contaminated materials properly.~~
- ~~In case of a major spill:~~
 - Stop ~~operations immediately~~ and ~~notify the supervisor~~ the transfer and secure all valves and connections.
 - ~~Ensure the source of the spill has ceased.~~
 - ~~Activate the~~ Contain the spill using available spill response plan materials (absorbents, berms, etc.).
 - Prevent the material from entering drains, soil, or waterways.
 - Notify Site Supervisor and follow site environmental reporting procedures.
 - Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements.
 - ~~Evacuate the area if necessary.~~ Document the incident, including cause, response actions, and corrective measures.

9.3 Fire or Explosion Hazard

In the event of fire, ignition, or explosion risk:

- Immediately stop operations and evacuate the area.
- Use fire extinguishers only if trained and it is safe to do so.
- Maintain a safe distance and account for all personnel at the designated assembly area.
- Do not re-enter the area until cleared by emergency responders.

9.5 Equipment Failure or Loss of Control

If critical equipment fails (hoses, valves, monitoring systems):

- Stop the transfer immediately.
- Isolate defective equipment.
- Do not attempt repairs unless authorized and qualified.
- Notify Tank Farm Supervisor and tag equipment.
- Resume operations only after inspection and approval.

9.6 Evacuation Procedures

If evacuation is required:

- Follow site-specific evacuation routes to the designated assembly area.
- Maintain accountability of all personnel.
- Do not leave the site unless instructed.
- Await further instructions from emergency coordinator or CCL management.

9.7 Communication Procedures

During an emergency:

- Maintain clear and direct communication via 2-way radio.
- Provide the following information:
 - Location
 - Type of emergency
 - Any injuries or hazards present
 - Avoid any unnecessary radio traffic to keep communication channel clear.

9.8 Incident Reporting

SOGSOP (Leachate Tanker Loading by Vacuum Tank Farm 7)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: [Louis Vargas](#)

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All emergencies must be documented:

- Complete required incident report as soon as practical.
- Include:
 - Date and time
 - Personnel involved
 - Description of incident
 - Corrective actions implemented
 - Submit reports as per company policy.

10. Documentation & Reporting

- Record all **loading activities, inspections, and any incidents.**
- Report any **equipment malfunctions** or environmental concerns to management.
- Record spills, leaks, and releases pursuant to the spill response plan.

Additional References

- CCL must also comply with the applicable leachate tank operations requirements in CCL's *Leachate Unit Management Plan*, *ETLF Operation HASP*, *Leachate Management Plan*, and *Data Management Plan*. This SOP may be modified by ~~one~~^{one} or more of these plans.

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: [Louis Vargas](#)

Rev 0 - 01/09/2026 [~~Publish Date~~] Rev 1 07/09/2026



TASK	Leachate transfer operations using electric pump into tankers in tank farm facility.					
POTENTIAL HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☒
	Cuts / Laceration	☐	Dust	☒	Biological	☒
	Pinch / Crush	☐	Noise / Vibration	☒	Haz Waste	☒
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • Blackline 5 Gas Meter • Safety Toe Shoes • FR Clothing (High Viz) • Respirator (if applicable) • Chemical Gloves • Safety Glasses					

1. Purpose

~~To outline~~ This SOP outlines the safe and efficient procedure for loading leachate into a tanker truck using an electric pump system within a tank farm while ensuring compliance and worker safety. The goal of this SOP is to prevent leachate overflow, leaks, spillage, equipment failure/malfunction, operator and/or other human error, exposure of leachate and leachate vapors into the atmosphere in and around the tank farm areas, as well as to provide information on proper maintenance and troubleshooting of the tank farm area.

2. Scope

Applicable to all personnel involved in leachate transfer operations using a stainless steel electric pump into tankers at the tank farm facility.

3. Responsibilities

- **Tank Farm Technician** – ~~Wears~~ Wear appropriate PPE ~~and monitors~~, monitor the pump process. ~~Inspects and maintains~~, instruct drivers with respect to the tank filling procedures, and inspect and maintain equipment before use.
- **Tank Farm Gatekeepers** – Manage, monitor, and document all tanker truck operations within the tank farm.
- **Tank Farm Supervisors** – Ensure compliance with safety and environmental regulations.
- ~~Tanker Driver~~ – ~~Assists with hose connection and ensures vehicle readiness.~~

4. Safety Precautions

- **Never** operate pump dry.
- **Never** bypass safety devices.
- **Never** leave the loading area unattended during loading.
- **Always** wear appropriate PPE when needed.
- **Always** maintain communication between ~~tank farm tech and driver~~ Tank Farm Technician and Tanker Driver.
- Avoid direct contact with leachate.

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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Rev 0 - 01/09/2026 [~~Publish Date~~] Rev 1 07/09/2026



- Report any equipment failure, malfunction, or maintenance requirement immediately to the supervisor on duty.
- In case of a spill or other release, activate spill response procedures.

5. Equipment Details & Materials

- Stainless steel pump system
- Suction hoses and couplings
- Mag meter
- Drip pans, containing absorbent
- Buckets
- Hoses and fittings rated for leachate transfer
- Valve tags
- Secondary containment (if required)
- Spill kit (absorbents, containment booms, pads)
- Emergency eyewash and safety shower stations nearby

6. Pre-Operation of Electric Pump Inspection

1. Visual Inspection:

- The ~~tank farm tech shall~~ [Tank Farm Technician will](#):
 - o Check for visible damage, leaks, or loose fittings; and
 - o Inspect suction and discharge hoses/connections.

2. Electrical Check:

- The ~~tank farm tech shall~~ [Tank Farm Technician will](#) inspect power cord and plug for damage.

3. Fluid Check:

- The ~~tank farm tech shall~~ [Tank Farm Technician will](#) ensure the pump casing is filled with liquid to aid in priming.
- Do not run the pump dry.

7. Start-Up Procedure of Electric Pump

1. Prime the pump:

- Fill pump casing with liquid through the fill port if not already primed.
- Check that the suction line is submerged and free of air leaks.

2. Power On:

- Turn on the disconnect switch or breaker.
- Start the pump using the control panel or motor starter.

3. Monitor Startup:

- Ensure suction is drawing and discharge flow is smooth.
- Watch (meter) for proper reading.
- Listen for unusual sounds (cavitation, vibration, knocking, etc.).

4. Check Flow:

- Confirm that flow rate meets operational requirements (200-300 GPM target).

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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Rev 0 - 01/09/2026 ~~[Publish Date]~~ Rev 1 07/09/2026



8. Pre-Loading Checks

8.1 Inspection of Equipment

- Inspect the **tanker, electric pump, and hoses** for leaks, wear, or damage.
- Ensure all valves and connections are in **good, working condition**.
- Verify that the **electric pump system** is functioning properly.

8.2 Site Preparation

- All tanker trucks will enter tank farm area guided by ~~Tank Farm~~ tank farm staff and be assigned a designated loading area. Tank ~~farm tech~~ Farm Technician will walk the line and verify which tank volume the truck is authorized to be loaded with.
- In consultation with the ~~truck driver~~ Tanker Driver, an expected volume will be calculated based on the truck's empty "scale in" weight and max weight rating once filled (the difference is therefore the amount of liquid that can be loaded onboard).
- Confirm ~~driver~~ Tanker Driver is wearing the required PPE.
- Tank ~~farm techs~~ Farm Technicians will place drip pans under all potential spill points.
- Tanker Driver will apply wheel chocks to the driver's side.

9. Loading Procedure

9.1 Connecting the System

- Ensure tanker truck is properly grounded.
- Tank ~~farm tech~~ Farm Technician will hand over hose to ~~driver~~ Tanker Driver.
- Tank ~~farm tech~~ Farm Technician will verify **hose clamps and fittings** are tight.
- Tank ~~farm tech~~ Farm Technician will verify the hose is empty of liquid and will bleed the hose to relieve pressure.
- Tanker Driver will be instructed to connect hose to ~~his~~ the tanker, and ~~tank farm tech~~ Tank Farm Technician will verify it is properly connected.
- Gatekeeper will verify the designated leachate tank loading port is connected.

9.2 Electric Pump Loading Process

- Ensure correct pulling valves are open and treatment manifold ball valve is locked and closed.
- Ensure the mag meter is zeroed out.
- Tanker Driver will be instructed to uncap all exhaust points and scrubber.
- If applicable, ~~driver~~ Tanker Driver will be instructed to open internal/external valves &and inlet valve.
- Tanker Driver ~~opens~~ will be instructed to open valve on truck.
- Tank ~~farm tech opens~~ Farm Technician will open valve to approved/verified tank.
- ~~The tank farm tech shall~~ Tank Farm Technician will monitor the **flow rate and pressure** to prevent overloading.
- Maintain **constant communication** with ~~driver~~ Tanker Driver/personnel during loading to ensure that the ~~driver~~ Tanker Driver and personnel are aware of changes in equipment and liquid transfer status.

If pump loses prime due to tank being emptied, refer to Section 7.1 Start-Up Procedure

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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Rev 0 - 01/09/2026 [~~Publish Date~~] Rev 1 07/09/2026



9.3 Completion of Loading

- Once calculated gallons are achieved, the ~~driver~~ [Tanker Driver](#) will [be instructed to](#) signal cut off and maintain valve open while ~~tank farm tech~~ [the Tank Farm Technician](#) pushes compressed air between ball valve housing and tanker.
- [Tanker Driver](#) will [be instructed to](#) then close trailer inlet valve, and ~~tech~~ [Tank Farm Technician](#) will release pressure from the housing between ball valve and tanker with bleeder.
- Tank ~~farm tech~~ [Farm Technician](#) will disconnect the hose from the tanker carefully to prevent spills.
- ~~Cap is~~ [Confirm that the Tanker Driver has](#) applied [the cap](#) to the tanker and ~~to the hose by the driver.~~
- ~~All valves are tagged on tanker by the driver,~~ [Confirm that the Tanker Driver has tagged all required tanker valves](#) (see Truck Valve Tagging SOP for additional details).
- ~~Top hatch of tanker is~~ [Ensure that the Tanker Driver has closed the top hatch and verified sealed by the driver closure.](#)
- ~~The~~ [Confirm that the](#) scrubbers are verified empty by the ~~driver~~ [Tanker Driver and perform walk around with Gatekeeper per Truck Valve Tagging SOP.](#)
- The truck is released once all documentation is verified by Gatekeeper.

9.4 ~~Overfilled~~ [Overweight](#) Truck

- When loading trailers with PTO and the truck is overweight, excessive liquid needs to be pushed back with PTO pressure.
- Determine how much liquid ~~is needed~~ [needs](#) to ~~pull~~ [be pulled](#) out [in order](#) to determine how much liquid needs to be pushed back based on the total weight and PSI of the truck.
- Check the level on the tank will be pushing back into.
- If hose is hooked up to pump, the check valve will not allow liquid to push back ~~–~~ (hoses would need to be reversed).
- If pushing back directly into manifold, hook the truck/trailer back to manifold.
- Once hooked up, both tank and manifold valves can be opened.
- [Tanker Driver](#) ~~can~~ [will be instructed to](#) relieve all vacuum and air from trailer.
- [Tanker Driver](#) will [then be instructed to](#) adjust lever over to pressure (before ~~driver~~ [Tanker Driver](#) engages PTO, ~~driver should~~ [Tanker Driver will be instructed to](#) open trailer valve.)
- Once liquid has been pushed back, ~~driver will need~~ [request Tanker Driver](#) to relieve all pressure from trailer for vacuum to engage.

***Sometimes pressure is not needed. If tank is empty or low within the same bank, identify potential gravity feedback to tank.**

- Open tank valve, manifold valve, and trailer valve and confirm liquid is flowing back into tank.

10. Post-Loading Actions

- Turn off motor at control panel.
- Inspect for physical damage to hoses, pipes, and tanks, such as cracks, any exposures of reinforcements, damaged gaskets, and corroded or cracked fittings.
- Clean up any **minor spills** [or leaks](#) using the spill/leak kit.

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: [Louis Vargas](#)

Rev 0 ~~01/09/2026~~ ~~[Publish Date]~~ Rev 1 [07/09/2026](#)



- [Follow any reporting requirements as outlined in Section 14.](#)
- During and after leachate transfer, visually inspect the tank and area to ensure no spills [or leaks](#) occurred. If a spill [or leak](#) is identified, it must be reported immediately.

11. ~~Spill~~ & Emergency Response [Procedures](#)

11.1 General Emergency Actions

[In the event of an emergency during tank filling operations:](#)

- [Stop work](#) immediately and cease all transfer activities.
- [Isolate the source of the hazard](#) if it can be done safely.
- [Alert all personnel in the immediate area and maintain a safe distance.](#)
- [Notify the Tank Farm Supervisor immediately.](#)
- [Initiate site-specific emergency communication protocols, including 2 way-radio.](#)
- [Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.](#)

11.2 ~~Spill~~ or Release Response

~~• In case of a minor~~ [If a spill, leak, or release occurs:](#)

- ~~• Ensure the source of the spill has ceased.~~
- ~~• Use spill absorbents to contain and clean up.~~
- ~~• Dispose of contaminated materials properly.~~
- In case of a ~~major~~ spill ~~or other release~~, [activate spill response procedures.](#)
- Stop ~~operations immediately~~ and [notify the supervisor](#) ~~the transfer and secure all valves and connections.~~
 - ~~• Ensure the source of the spill has ceased.~~
- ~~Activate the~~ [Contain the spill using available spill response plan materials \(absorbents, berms, etc.\).](#)
- [Prevent the material from entering drains, soil, or waterways.](#)
- ~~Evacuate the area, if necessary~~ [Notify Site Supervisor and follow site environmental reporting procedures.](#)
- [Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements.](#)

~~• In case of a fire:~~

- ~~• Stop operations immediately and notify the supervisor.~~
- ~~• If the fire can be contained, use one of the fire extinguishers available throughout the tank farm.~~
- ~~• Evacuate the area and call emergency services, if necessary.~~

~~• In case of exhaust:~~

- ~~• Keep clear proximity of exhaust ventilation actively loading.~~

~~• In case of pressure:~~

- ~~• Relieve pressure by opening bleeder valve.~~
- [Follow spill precautions detailed above, if necessary. Document the incident, including cause, response actions, and corrective measures.](#)

11.3 Fire or Explosion Hazard

[In the event of fire, ignition, or explosion risk:](#)

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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Rev 0 ~~01/09/2026~~ ~~[Publish Date]~~ Rev 1 [07/09/2026](#)



- [Immediately stop operations and evacuate the area.](#)
- [Use fire extinguishers only if trained and it is safe to do so.](#)
- [Maintain a safe distance and account for all personnel at the designated assembly area.](#)
- [Do not re-enter the area until cleared by emergency responders.](#)

11.4 Exposure to Hazardous Materials

If personnel are exposed to chemicals, fumes, or hazardous substances:

- [Move the affected individual to a safe and ventilated area immediately.](#)
- [Use emergency eyewash or safety shower stations if applicable.](#)
- [Remove contaminated clothing if necessary.](#)
- [Seek medical attention promptly via Axxiom.](#)
- [Report the exposure to Site Supervisor or Safety Manager per site procedures.](#)

11.5 Equipment Failure or Loss of Control

If critical equipment fails (hoses, valves, monitoring systems):

- [Stop the transfer immediately.](#)
- [Isolate defective equipment.](#)
- [Do not attempt repairs unless authorized and qualified.](#)
- [Notify Tank Farm Supervisor and tag equipment.](#)
- [Resume operations only after inspection and approval.](#)

11.6 Evacuation Procedures

If evacuation is required:

- [Follow site-specific evacuation routes to the designated assembly area.](#)
- [Maintain accountability of all personnel.](#)
- [Do not leave the site unless instructed.](#)
- [Await further instructions from emergency coordinator or CCL management.](#)

11.7 Communication Procedures

During an emergency:

- [Maintain clear and direct communication via 2-way radio.](#)
- [Provide the following information:](#)
 - [Location](#)
 - [Type of emergency](#)
 - [Any injuries or hazards present](#)
 - [Avoid any unnecessary radio traffic to keep communication channel clear.](#)

11.8 Incident Reporting

All emergencies must be documented:

- [Complete required incident report as soon as practical.](#)
- [Include:](#)
 - [Date and time](#)
 - [Personnel involved](#)
 - [Description of incident](#)
 - [Corrective actions implemented.](#)
 - [Submit reports as per company policy.](#)

12. Pump Emergency Procedure

In case of pump failure, fluid leak, or electrical fault:

SOP (Leachate Tanker Loading by Electric Pump at Tank Farms)

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Authorized By: [Louis Vargas](#)

Rev 0 ~~01/09/2026~~ [Publish Date] Rev 1 [07/09/2026](#)



- Shut down the pump immediately.
- Notify supervisor.
- Supervisor will notify Barney's Electrical to isolate power at the breaker.
- Activate the spill response plan, if necessary.
- Evacuate the area, if necessary.

13. Troubleshooting Guide

Symptom	Possible Cause	Solution
No suction	Pump not primed	Fill casing with fluid
Low flow rate	Clogged suction/discharge line	Clean lines
Excessive vibration	Worn impeller or bearing	Inspect/replace components
Overheating motor (Barney's Electrical will be notified)	Voltage mismatch, overload	Verify voltage, check amperage
Leaks	Damaged seals or fittings	Replace seals, tighten fittings

14. Documentation & Reporting

- Record all **loading activities, inspections, and any incidents.**
- Report any **equipment malfunctions** or environmental concerns to management.
- Record spills, leaks, and releases pursuant to the spill response plan.

Additional References

- CCL must also comply with the applicable leachate tank operations requirements in CCL's *Leachate Unit Management Plan*, *ETLF Operation HASP*, *Leachate Management Plan*, *Spill Response Plan*, and *Data Management Plan*. This SOP may be modified by one or more of these plans.

SOP (Leachate Tanker Loading by Trailer Pump)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorised/Authorized By: [Louis Vargas](#)

Rev ~~5-1/09/2026~~ [6 07/09/2026](#)



TASK	Leachate transfer operations using trailer pump.					
POTENTIAL HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☒
	Cuts / Laceration	☒	Dust	☒	Biological	☒
	Pinch / Crush	☒	Noise / Vibration	☒	Haz Waste	☒
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • Safety Toe Shoes • 5 Gas Meter • FR Clothing (High Viz) • Respirator (if applicable) • Chemical Gloves • Safety Glasses					

1. Purpose

~~To provide~~ [This SOP provides](#) a standardized, safe, and efficient procedure for transferring leachate to a tanker truck using a pump-based system equipped with vacuum. The goal of this SOP is to prevent leachate overflow, leaks, spillage, equipment failure/malfunction, operator and/or other human error, exposure of leachate and leachate vapors into the atmosphere in and around the tank farm areas, as well as to provide information on proper maintenance and troubleshooting.

2. Scope

This SOP applies to all ~~operator~~ [trained Chiquita Canyon Landfill personnel and authorized contractors](#) involved in leachate tanker filling operations using the trailer vacuum pump system in a tank farm transfer station.

3. Responsibilities

- **Tank Farm Technician** – ~~Must follow this SOP, wear~~ [Wear](#) appropriate PPE, ~~and monitor the process.~~ ~~Inspect, instruct drivers with respect to the tank filling procedures, instruct drivers with respect to the tank filling procedures and inspect~~ and maintain equipment before use.
- **Tank Farm Supervisors** – Ensure compliance with safety and environmental regulations.
- **Tank Farm Gatekeepers** – Manage, monitor, and document all tanker truck operations within the tank farm.
- ~~Tanker Driver~~ – ~~Assists with hose connection and ensures vehicle readiness.~~

4. Safety Precautions

- **Never** leave the vacuum system unattended during loading.
- **Never** bypass safety devices.
- **Never** leave the loading area unattended during loading.
- **Always** wear appropriate PPE when needed.
- **Always** maintain communication between ~~tank farm tech and driver~~ [the Tank](#)

SOP (Leachate Tanker Loading by Trailer Pump)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorised/Authorized By: Louis Vargas

Rev ~~5-1/09/2026~~ 6 07/09/2026



Farm Technician and the Tanker Driver.

- Avoid direct contact with leachate.
- Report any equipment failure, malfunction, or maintenance requirement to the supervisor on duty immediately.
- In case of a spill or other release, activate spill response procedures.

5. Equipment & Materials

- Transfer ~~Pump (Diesel Powered)~~ pump (diesel-powered)
- Suction hoses and couplings
- Flow meter
- Drip pans and absorbents
- Buckets
- Hoses and fittings rated for leachate transfer
- Secondary containment (if required)
- Spill kit (absorbents, containment booms, pads)
- Emergency eyewash and safety shower stations nearby
- Valve ~~Tag~~ tags

6. Procedure

6.1 Pre-Filling Checks

- Inspect all hoses, couplings, and the pump for leaks, damage, or wear.
- Ensure all valves and connections are in good, working condition.
- Ensure pump has sufficient fuel (diesel).
- All tanker trucks will enter tank farm area guided by ~~Tank Farm~~ tank farm staff and be assigned a designated loading area. The Tank farm tech Farm Technician will walk the line and verify which tank volume the truck is authorized to be loaded with.
- In consultation with the ~~truck driver~~ Tanker Driver, an expected volume will be calculated based on the truck's empty "scale in" weight and max weight rating once filled (the difference is therefore the amount of liquid that can be loaded onboard).
- Confirm ~~driver~~ the Tanker Driver is wearing all ~~proper~~ required PPE.
- Tank ~~farm techs~~ Farm Technicians will place drip pans and buckets under all potential spill points. Tanker Driver will be instructed to apply wheel chocks to the driver's side.

6.2 Hose Setup

- The Tank farm tech Farm Technician will verify the hose is empty of liquid and bleed the hose to relieve pressure.
- The ~~driver~~ Tanker Driver will be instructed to properly connect and secure the hose to his tanker from the designated loading area.
- The Gatekeeper ~~verifies~~ will verify the correct tank is being pulled from.
- Ensure correct pulling valves ~~is~~ are open and treatment manifold ball valve is locked and closed.
- Ensure flowmeter is zeroed out ~~and~~ or level stick is provided.
- Ensure additional manifold poly valves are in the closed position before opening the correct poly valves and tank.

SOP (Leachate Tanker Loading by Trailer Pump)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorised/Authorized By: Louis Vargas

Rev ~~5-1/09/2026~~ 6 07/09/2026



- ~~The Tank farm-tech~~ Farm Technician will open the approved/verified tank outlet valve and the manifold poly valves.
- Connect discharge hose from the pump's outlet to the tanker's intake valve.
- Secure all connections using proper clamps or camlocks.
- The Tanker Driver ~~opens~~ will be instructed to open the valve on the tanker truck.
- ~~Tech~~ The Tank Farm Technician will open the ball valve at the designated loading area.
- If applicable, bond/ground hoses to avoid static discharge.

6.3 Pump Operations and Filling

- The Tanker Driver's pump must be in neutral, ~~open~~ the exhaust valve ~~and tech-~~ to verify and confirm must be opened and the Tank Farm Technician must verify that the exhaust has been uncapped and ~~open position~~ opened to allow trailer to ~~breath~~ breathe.
- The Tank Farm ~~tech~~ Technician will start/prime pump, increase RPMs to 1,400.
- Transfer process begins from pump to tanker to calculated volume.
- Monitor the flow and listen for unusual sounds or leaks.
- Stay near the pump and truck throughout the operation.
- Monitor fill level using mag meter, sight gauge, or level stick.
- As tanker approaches the calculated volume, pump ~~is~~ will be idled down to 900 RPMs.
- Once total gallons are achieved, ~~driver~~ the Tanker Driver will be instructed to signal ~~tech~~ the Tank Farm Technician to cut off flow and close the load out ball valve.

6.4 Completion and Shutdown

- Once calculated gallons are achieved, the trailer pump ~~is~~ will be shut off and the load out ball valve at the designated load out area ~~is~~ will be closed.
- The Tank ~~farm-tech~~ Farm Technician will turn on the compressor and apply air to clear the hose from the pump to the tanker.
- Once the hose is clear, ~~driver is~~ the Tanker Driver will be instructed to close the truck valve, and ~~tech~~ the Tank Farm Technician will also stop supplying air and close the tank valve.
- ~~Tech~~ The Tank Farm Technician will then shut off ~~Compressor~~ the compressor and bleed off the remaining air left in the air hose; ~~tech.~~ The Tank Farm Technician will then bleed air from the loading hose passed the check valve and verify and confirm the hose is empty and pressure has been relieved.
- The Tank ~~farm-tech~~ Farm Technician will disconnect the hose from the tanker carefully to prevent spills.
- ~~Cap is~~ Confirm that the Tanker Driver has applied the cap to the tanker and ~~to the hose by the driver.~~
- ~~All~~ Confirm that the Tanker Driver has tagged all required tanker valves ~~are tagged by the driver (please refer to~~ (see Valve Tagging SOP for additional details).
- ~~Top hatch of tanker is verified closed by the driver.~~
- Ensure the Tanker Driver has closed the top hatch and verified the closure.
- ~~The~~ Confirm that the scrubbers are verified empty by the ~~driver~~ Tanker Driver and perform walk around ~~must be conducted~~ with Gatekeeper ~~as~~ per Truck Valve Tagging SOP.
- Truck is released once all paperwork is verified by ~~Tank Farm~~ Gatekeeper.

SOP (Leachate Tanker Loading by Trailer Pump)

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Rev ~~5-1/09/2026~~ 6 07/09/2026



- The Tank ~~farm-tech~~ Farm Technician will close the manifold poly valves and tank outlet valve.

6.5 ~~Overfilled~~ Overweight Trucks

- When loading with pump and truck is overweight, liquid needs to be pushed back into the tank that it was pulled from.
- Reverse hoses on pump inlets.
- Hook up trailer to pump ~~&and~~ manifold.
- Calculate how much weight is needed to pull off trailer.
- Before turning on pump, tank valve and manifold valves should be in the open position.
- Once pump is turned **ON** to push back at **900 RPM**, ~~driver-can~~ instruct Tanker Driver to open valve.
- Once push back time has been achieved, Tank Farm ~~Tech~~ Technician will turn off pump and close all valves.
- Confirm air hose is connected to **outlet bleeder**; ~~driver.~~ Tanker Driver will be instructed to open valve to push residual liquid still in the hose into trailer.
- Once hose is clear, ~~driver~~ Tanker Driver will be instructed to close valve.
- Tank Farm ~~Tech~~ Technician will bleed pressure from hose before disconnecting.
- Valve will be capped and tagged.
- Always conduct a final walk through around the entire truck to ensure everything is good for any issues that might arise.

Transfer ~~Truck or Next Truck~~ truck or next truck in line going to same facility to pull liquid off a truck:

- Tank ~~Farm~~ farm staff must guide all trucks to staging area.
- Set up trays under potential spill points.
- Hook up hose to ~~overloaded~~ overweight truck.
- Stage transfer truck next to ~~overloaded~~ overweight truck and hook up other end of hose to transfer truck.
- Have transfer truck build vacuum (**10 in vacuum**).
- ~~Overloaded~~ Overweight trailer exhaust valve needs to be open.
- Calculate how much weight to pull off (every min. will take off (**2,000-2500 Lbs**)).
- Once transfer truck has enough vacuum, ~~overloaded~~ overweight truck and transfer truck will open valves at the same time and the timer starts.
- Once time has been achieved, driver in ~~over-filled~~ overweight truck will be instructed to close truck valve and open truck bleeder to empty liquid in hose.
- Both ends can now be disconnected, final walk around can be conducted, and truck can be tagged out.

7. Post- Operations

- Inspect for physical damage to hoses, pipes, and tanks, such as cracks, any exposures of reinforcements, damaged gaskets, and corroded or cracked fittings.
- Clean up any **minor spills** using the spill kit.
- During and after leachate transfer, visually inspect the tank and area to ensure no spills occurred.
- If a spill is identified, it must be reported immediately to CCL staff.

SOP (Leachate Tanker Loading by Trailer Pump)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorised/Authorized By: Louis Vargas

Rev ~~5-1/09/2026~~ 07/09/2026



8. ~~Spill~~ & Emergency Response Procedures

8.1 General Emergency Actions

In the event of an emergency during tank filling operations:

- Stop work immediately and cease all transfer activities.
- Isolate the source of the hazard if it can be done safely.
- Alert all personnel in the immediate area and maintain a safe distance.
- Notify the Tank Farm Supervisor immediately.
- Initiate site-specific emergency communication protocols, including 2 way-radio.
- Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.

8.2 Spill or Release Response

~~• In case of a minor~~ • If a spill, leak, or release occurs:

- ~~Ensure the source of the spill has ceased.~~
- ~~Use spill absorbents to contain and clean up.~~
- ~~Dispose of contaminated materials properly.~~
- In case of a ~~major~~ spill: or other release, activate spill response procedures.
- Stop ~~operations immediately and notify the supervisor~~ the transfer and secure all valves and connections.
 - ~~Ensure the source of the spill has ceased.~~
- ~~Activate the~~ Contain the spill using available spill response ~~plan.~~ materials (absorbents, berms, etc.).
- Prevent the material from entering drains, soil, or waterways.
- ~~Evacuate the area if necessary~~ Notify Site Supervisor and follow site environmental reporting procedures.
- Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements.
- ~~In case of a fire:~~
 - ~~Stop operations immediately and notify the supervisor.~~
 - ~~If the fire can be contained, use one of the fire extinguishers available throughout the tank farm.~~
 - ~~Evacuate the area and call emergency services, if necessary.~~
- ~~In case of exhaust:~~
 - ~~Keep clear proximity of exhaust ventilation actively loading.~~
- ~~In case of pressure:~~
 - ~~Relieve pressure by opening bleeder valve.~~
- ~~Follow spill precautions detailed above, if necessary.~~ Document the incident, including cause, response actions, and corrective measures.

8.3 Fire or Explosion Hazard

In the event of fire, ignition, or explosion risk:

- Immediately stop operations and evacuate the area.
- Use fire extinguishers only if trained and it is safe to do so.
- Maintain a safe distance and account for all personnel at the designated assembly area.
- Do not re-enter the area until cleared by emergency responders.

SOP (Leachate Tanker Loading by Trailer Pump)

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Authorised/Authorized By: Louis Vargas

Rev 5-1/09/2026 6 07/09/2026



8.4 Exposure to Hazardous Materials

If personnel are exposed to chemicals, fumes, or hazardous substances:

- Move the affected individual to a safe and ventilated area immediately.
- Use emergency eyewash or safety shower stations if applicable.
- Remove contaminated clothing if necessary.
- Seek medical attention promptly via Axxiom.
- Report the exposure to Site Supervisor or Safety Manager per site procedures.

8.5 Equipment Failure or Loss of Control

If critical equipment fails (hoses, valves, monitoring systems):

- Stop the transfer immediately.
- Isolate defective equipment.
- Do not attempt repairs unless authorized and qualified.
- Notify Tank Farm Supervisor and tag equipment.
- Resume operations only after inspection and approval.

8.6 Evacuation Procedures

If evacuation is required:

- Follow site-specific evacuation routes to the designated assembly area.
- Maintain accountability of all personnel.
- Do not leave the site unless instructed.
- Await further instructions from emergency coordinator or CCL management

8.7 Communication Procedures

During an emergency:

- Maintain clear and direct communication via 2-way radio.
- Provide the following information:
 - Location
 - Type of emergency
 - Any injuries or hazards present
 - Avoid any unnecessary radio traffic to keep communication channel clear.

8.8 Incident Reporting

All emergencies must be documented:

- Complete required incident report as soon as practical.
- Include:
 - Date and time
 - Personnel involved
 - Description of incident
 - Corrective actions implemented
 - Submit reports as per company policy.

9. Documentation & Reporting

- Record all **loading activities, inspections, and any incidents.**
- Report any **equipment malfunctions** or environmental concerns to management.
- Record spills, leaks, and releases pursuant to the spill response plan.

Additional References

SOP (Leachate Tanker Loading by Trailer Pump)

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Rev ~~5-1/09/2026~~[6 07/09/2026](#)



- CCL must also comply with the applicable leachate tank operations requirements in CCL's *Leachate Unit Management Plan*, *ETLF Operation HASP*, *Leachate Management Plan*, and *Data Management Plan*. This SOP may be modified by one or more of these plans.

SOP (Truck Valve Tagging)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: [Louis Vargas](#)

Rev ~~0-01/09/2026~~ [1 07/09/2026](#)



TASK	Ensure all trucks valves are properly tagged and securely closed to complete the loading process, preventing leaks, spills, and contamination.					
POTENTIAL HAZARDS	Slips/Trips/Falls	☒	Heat / Cold	☒	Splash/ Fumes	☐
	Cuts / Laceration	☐	Dust	☒	Biological	☒
	Pinch / Crush	☐	Noise / Vibration	☒	Haz Waste	☒
	High Pressure	☒	Fire	☒	Exhaust	☒
PPE REQUIRED	• Hard Hat • Safety Toe Shoes • FR Clothing (High Viz) • Safety Glasses • Chemical Gloves					

1. Purpose

~~To outline that~~ [This SOP outlines how](#) all truck valves ~~are~~ [should be](#) properly tagged and securely closed to complete the loading process, preventing leaks, spills, and contamination.

2. Scope

This procedure applies to all transport trucks involved in loading operations, bulk liquid, and hazardous material.

3. Responsibilities

- **Tank Farm Technician** - ~~must follow this SOP, wear~~ [Wear](#) appropriate PPE, ~~and monitor the process.~~ ~~Inspect, tag valves, instruct driver to ensure that tags are in place before departure, and inspect~~ and maintain equipment before use.
- **Gatekeeper** - ~~must follow this SOP, wear~~ [Wear](#) appropriate PPE, conduct walkthrough and maintain manifest documentation.
- **Truck Driver** - ~~Confirms~~ [Confirm](#) tags are in place before ~~departure.~~ [d](#)
- **Tank Farm Supervisors** - ~~ensure~~ [Ensure](#) compliance with safety and environmental regulations.

4. Equipment & Materials

- Tug Tight Locking Tags (Red)

5. Tagging Procedure

5.1 Prep-Valve Tagging

- If top hatch has been opened during the filling process, confirm the ~~driver~~ [Truck Driver](#) has tightened all wing nuts on the hatches.

6. Initiation of Walkthrough

SOP (Truck Valve Tagging)

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Rev ~~0-01/09/2026~~ [1 07/09/2026](#)



- **Responsible Party:** ~~CCL~~ Gatekeeper
 - **Action:** The Gatekeeper will initiate a walkthrough with the ~~driver~~ [Truck Driver](#) and Tank Farm Technician after filling a truck with the approved liquids.

7. Tagging Process

- **Responsible Party:** Tank Farm Technician
 - **Action:** The ~~tank farm technician~~ [Tank Farm Technician](#) will provide locking tags to the ~~driver~~ [Truck Driver](#) as each closed ~~valved~~ [valve](#) is identified, indicating that it is properly shut.



8. Valve Locking

- ~~**Responsible Party:** Truck Driver~~
- ~~**Action:** The driver will **Lock and Tag** all drain and release valves to indicate they been properly closed and secured.~~

8. Valve Locking

- **Responsible Party:** [Truck Driver](#)
 - **Action:** The Truck Driver will be instructed to **Lock and Tag** all drain and release valves to indicate that they have been properly closed and secured.

9. Emergency Response Procedures

9.1 General Emergency Actions

In the event of an emergency during tank filling operations:

- **Stop work** immediately and cease all transfer activities.
- Isolate the source of the hazard if it can be done safely.
- Alert all personnel in the immediate area and maintain a safe distance.
- Notify the Tank Farm Supervisor immediately.
- Initiate site-specific emergency communication protocols, including [2 way-radio](#).
- Do not resume operations until the situation has been evaluated and cleared by authorized CCL management.

9.2 Spill or Release Response

If a spill, leak, or release occurs:

SOP (Truck Valve Tagging)

Prepared for: Chiquita Canyon Landfill (CCL)

Authorized By: Louis Vargas

Rev ~~0-01/09/2026~~ 1 07/09/2026



- In case of a spill or other release, activate spill response procedures.
- Stop the transfer and secure all valves and connections.
- Contain the spill using available spill response materials (absorbents, berms, etc.).
- Prevent the material from entering drains, soil, or waterways.
- Notify Site Supervisor and follow site environmental reporting procedures.
- Only trained personnel shall perform cleanup activities in accordance with site regulatory requirements.
- Document the incident, including cause, response actions, and corrective measures.

9.3 Fire or Explosion Hazard

In the event of fire, ignition, or explosion risk:

- Immediately stop operations and evacuate the area.
- Use fire extinguishers only if trained and it is safe to do so.
- Maintain a safe distance and account for all personnel at the designated assembly area.
- Do not re-enter the area until cleared by emergency responders.

9.4 Exposure to Hazardous Materials

If personnel are exposed to chemicals, fumes, or hazardous substances:

- Move the affected individual to a safe and ventilated area immediately.
- Use emergency eyewash or safety shower stations if applicable.
- Remove contaminated clothing if necessary.
- Seek medical attention promptly via Axxiom.
- Report the exposure to Site Supervisor or Safety Manager per site procedures.

9.5 Equipment Failure or Loss of Control

If critical equipment fails (hoses, valves, monitoring systems):

- Stop the transfer immediately.
- Isolate defective equipment.
- Do not attempt repairs unless authorized and qualified.
- Notify Tank Farm Supervisor and tag equipment.
- Resume operations only after inspection and approval.

9.6 Evacuation Procedures

If evacuation is required:

- Follow site-specific evacuation routes to the designated assembly area.
- Maintain accountability of all personnel.
- Do not leave the site unless instructed.
- Await further instructions from emergency coordinator or CCL management.

9.7 Communication Procedures

During an emergency:

- Maintain clear and direct communication via 2-way radio.
- Provide the following information:
 - Location
 - Type of emergency
 - Any injuries or hazards present
 - Avoid any unnecessary radio traffic to keep communication channel clear.

9.8 Incident Reporting

SOP (Truck Valve Tagging)

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Rev ~~0-01/09/2026~~ [1 07/09/2026](#)



All emergencies must be documented:

- Complete required incident report as soon as practical.
- Include:
 - Date and time
 - Personnel involved
 - Description of incident
 - Corrective actions implemented
 - Submit reports as per company policy.

10. 9. Documentation & Reporting

- **Responsible Party:** Gatekeeper
 - **Action:** The Gatekeeper will document “**all valves tagged**” on the manifest.

11. 10. Approval for Departure

- **Responsible Party:** Gatekeeper
 - **Action:** The manifest will indicate ~~that~~ “**all valves tagged**” and will be given to the ~~driver~~ Truck Driver who is then approved to depart from the tank farm.

NOTES

- Ensure that all tags are visible and securely attached.
- Follow all safety protocols during the tagging process to prevent any accidents.

SOP (Truck Valve Tagging)

Prepared for: Chiquita Canyon Landfill (CCL)

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Example of Locking Tag

