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| **OPERATIONAL BEST PRACTICE - GROUND**  **Your Company Name Here:** **Title: Preventing Contamination of FSII with DEF or any Other Product No OBP- 36** | |
| **Revision: October 18th, 2021** | |
| **Purpose** | To reduce the risk of FSII - Fuel System Icing Inhibitor being contaminated with DEF - Diesel Exhaust Fluid.  Note: While DEF poses the greatest identified risk to FSII contamination the policies and procedures within this document apply equally to preventing FSII contamination with any other product. |
| **Responsibility** | Chief Executive, General Manager, Environmental Health and Safety Director / Manager, Line Supervisor, Trainer/Training Coordinator (as applicable). |
| **PPE** | All staff shall follow the PPE recommendations found in the Safety Data Sheets (SDS) for FSII, DEF, and other fluids and chemicals. |
| **Staff Training** | 1. Initial and recurrent training for all operations personnel (as defined by site) shall include:   The purpose and function of FSII.  The purpose and function of DEF.  The identified risk of FSII contamination with DEF.  The importance of restricting the handling of FSII and DEF to trained personnel only.   1. In addition to the above, initial, and recurrent training for individuals handling DEF and or FSII shall include:    1. FSII fill points for jet fuel mobile refuelers and other refueling equipment as applicable.    2. DEF fill points on all equipment requiring DEF.    3. The use of clearly labeled, dedicated equipment when transferring FSII or DEF.    4. The policies and procedures defined in this OBP for the storage, handling, procurement, and labeling of FSII and DEF. 2. Recurrent training should occur every 12 months. 3. Records for all training should be maintained for 36 months. |
| **Storage of Aviation Fuel Additives** | 1. FSII and other aviation fuel additives shall be stored in a separate location from DEF and other fluids, oils, and chemicals. 2. FSII and DEF shall be stored in the original containers provided by the manufacturer. 3. Locks for areas containing FSII and other aviation fuel additives shall be keyed differently from storage areas containing DEF and other fluids, oils, and chemicals. 4. Keys for locks shall be labeled and kept on separate key rings and under the control of a trained supervisor. |
| **Fluid Handling** | 1. Only trained personnel shall handle FSII or replenish FSII tanks/reservoirs on refueling equipment. All transfers of FSII shall be recorded in a log including:    1. Date / Time / Name of individual completing the transfer.    2. Transfer to/from. 2. FSII transfers from in-service FSII storage drums or containers shall take place either:    1. Through an FSII fill point which is controlled by a keyed lock, where the unique key (key can only open this lock) is under the control of a trained supervisor and the key is signed out and returned after each use by trained and competent operating staff.    2. Through a grade selective coupling/adapter on the transfer hose and the permanently installed FSII vehicle reservoir/tank loading port. Example below: |
| **Procurement and Labelling** | 1. DEF should only be purchased in 2.5-gallon containers. Avoid purchasing DEF and FSII in containers of the same quantity (i.e.: 55-Gallon drums) 2. Original manufacturer’s labels for FSII and DEF storage containers shall be intact, clearly legible, and leave no question as to what product is in the container. 3. Where 55-gallon drums of FSII are used, the drumhead, in addition to the manufacturer label shall be clearly marked *FSII – Fuel System Icing Inhibitor Only*. 4. FSII reservoirs/tanks/replaceable 5-gallon pails on refueling equipment must be labeled *FSII – Fuel System Icing Inhibitor Only* with labels being at least 3’’ high*.*   Note: Where replaceable 5-gallon FSII pails are used, the pail’s original manufacture label shall be intact and clearly legible.   1. All equipment DEF tanks shall be labeled *DEF - Diesel Exhaust Fluid Only* with labels at least 3’’ high. 2. Any equipment (containers, funnels, etc) used to transfer FSII or DEF shall be clearly labeled and “product dedicated” meaning:    1. FSII transfer equipment shall only be used with FSII.    2. DEF transfer equipment shall only be used with DEF. |
| **If FSII Contamination**  **is Suspected** | 1. Immediately quarantine all refueling equipment suspected of contamination. 2. Immediately notify all pilot(s) in command of aircraft that may have been affected. 3. Notify your fuel supplier. |
| **Auditing** | Internal audits of the training, storage, handling, procurement, and labeling practices defined in this document should occur at least annually. |