PROCEDURE GUIDE FOR
THE CONSTRUCTION AND OPERATION OF
PETROLEUM PRODUCTS DEPOTS AND FACILITIES

ISSUED BY

Department of Petroleum Resources
Federal Ministry of Energy
MARCH 2009
## DEFINITIONS

### CLASS A
Petroleum products liquids which have flash point below $21^\circ C (73^\circ F)$  
e.g PMS

### CLASS B
Liquids which have a flash point from $21^\circ C (73^\circ F)$ to $55^\circ C (150^\circ F)$ inclusive (e.g. DPK, HHK, ATK)

### CLASS C
Liquids which have a flash point above $55^\circ C (150^\circ F)$ up to and including $100^\circ C (273^\circ F)$ e.g. AGO.

### RESTRICTED AREA
The area within the boundaries of all depots, installations or jetties where management exercises control over movements and operations.

### HAZARDOUS AREA
Within the restricted area specific sections are designated hazardous because the atmosphere may be explosive (flammable).

### IGNITION SOURCE
Any source that supplies sufficient energy to ignite a flammable atmosphere

<table>
<thead>
<tr>
<th>Abbr.</th>
<th>Description</th>
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<tbody>
<tr>
<td>PMS</td>
<td>Premium Motor Spirit</td>
</tr>
<tr>
<td>DPK</td>
<td>Dual Purpose Kerosine</td>
</tr>
<tr>
<td>ATK</td>
<td>Aviation Turbine Kerosine</td>
</tr>
<tr>
<td>AGO</td>
<td>Automotive Gas Oil</td>
</tr>
<tr>
<td>HHK</td>
<td>House Hold Kerosine</td>
</tr>
<tr>
<td>LPFO</td>
<td>Low Pour Fuel Oil</td>
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</tbody>
</table>

### DEPOT
A depot is defined as any location where refined or unrefined petroleum hydrocarbon is being stored in bulk, by individuals, organizations, government or any of its agencies, for the purpose of transferring the product later, for further processing in a refinery or associated plants, sales to the public in bulk or for consumption.
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PART ONE

INTRODUCTION

1. Petroleum Products are stored in bulk in strategic depots scattered over the country. These facilities which are provided for storing large volumes of liquids and gases can be classified as closed-storage vessels or open-storage vessels. Closed-storage vessels include fixed roof tanks, pressure tanks, floating roof tanks, and conservation tanks while open-storage vessels include open tanks, reservoirs, pits and ponds.

2. In view of the volatile nature of hydrocarbon and gases stored in these facilities, it is imperative to formulate guidelines and standards necessary for their proper handling and control.

In Nigeria petroleum industry, the control regulations for the construction and operation of depot facilities are governed by the principal legislation of the Petroleum Act 1969. The regulations are made pursuant to Section 9 e (v) & (vii) of the Petroleum Act 1969 Cap 350, No 51 which empowers the Minister of Petroleum Resources to make regulation for the bulk supply, storage and distribution of petroleum products. Some of the specific regulations include the Mineral Oils (Safety) Act 1963; Petroleum Regulation 1967 Cap 350 Section 37; Oil Pipeline Act 1965; the Oil in Navigable Waters Regulations 1968; Petroleum Refining Regulations 1974; Petroleum (Amendment) Regulations 1988; Mineral Oils (Safety) Regulation 1997; and the Environmental Guidelines and Standards for the Petroleum Industry in Nigeria (EGASPIN) issued by the Department of Petroleum Resources.
PROCEDURE AND CONDITIONS TO BE FULFILLED BEFORE THE GRANT OF APPROVAL TO CONSTRUCT/MODIFY PETROLEUM PRODUCTS DEPOT

1.1 APPLICATION PROCEDURE

Pursuant to the provisions of the Petroleum (Amendment) regulations 1988, all applications for approval to construct/modify construct or license a depot shall be addressed to the Director, Department of Petroleum Resources office, situated at 7 Kofo Abayomi Street Victoria Island, Lagos: to be accompanied with the following documents as applicable:

1.2 Detailed description of the proposal stating clearly:

a) A master plan drawn to scale, showing the site of the installation and the design of the storage shed, tanks and facilities in all respect in sufficient details and any other relevant information that may enable the project to be fully understood.

b) The description and quantity of petroleum products which the applicant desires to store and the manner in which it will be stored, whether by surface or underground storage arrangements.

c) The name and location of the proposed depot, the location shall fulfill the provisions of sections 36 and 39 of the Petroleum Regulations of 1967 as applicable to the installation.

d) Codes, Standards and Specifications to be adopted in the design of the plant with specifications of equipment and facilities to be installed.

e) Detailed description of laboratory facilities and equipment to be used for products quality control and test methods to be used.

f) The parcel of land will not be less than (5) Five Hectares of land to allow for free flow of traffic.

g) Service provisions such as good roads, electricity, water etc should have been provided ab – initio

h) Truck Holding Bay: A reinforce concrete cement to atleast hold fifty trucks at a time shall be mandatory
ACCOMPANYING DOCUMENTS

The following documents must accompany every application for approval to construct or modify a hydrocarbon depot

1.3 Copies of the depot plan showing the existing or proposed building on the site and relation of the site to roadways, water ways, rail roads, electrical distribution and Oil Pipeline right of way and adjoining property.

1.4 Copies of equipment layout including all Piping & Instrumentation drawings (P&IDs) of the proposed depot or modifications. A COREN registered engineer must stamp all these drawings.

1.5 Copies of Fire Service report indicating that the proposed arrangements for prevention of fire and containment of emergencies are satisfactory.

1.6 Copies of Police Report indicating that the proposed site and operations of the depot will not constitute any traffic problems.

1.7 Copies of letter of consent and approval from the Town Planning Authority. The Town Planning Authority stamps on all the Depot project buildings drawings are acceptable.

1.8 Certificate of Incorporation of the company.

1.9 Certified copies of Memorandum and Articles of Association of the company.

1.1.1 Copies of tax receipt or tax clearance certificate for the proceeding three years. A tax exemption certificate issued to a newly incorporated company is acceptable.

1.1.2 Environmental Impact Assessment of the proposed project by an accredited DPR consultant.

1.1.3 Detailed Safety Case proposals for the depot project and shall be reviewed every 3 years.

1.1.4 Effluent and solid waste disposal management plan

1.1.5 A certified cheque or bank draft of the stipulated non-refundable application Fees of One hundred and fifty thousands Naira (N150,000.00) only made payable to Federal Government of Nigeria - DPR Fees Account, Depot licenses shall be renewed every year after due safety diligence inspection of the facility (Appendix 3, 4, & 5). Renewal shall be subjected to same amount. All applications shall also has a DPR service charge of Five hundred thousands Naira (N500,000.00) made payable to Department of Petroleum Resources

1.1.6 Comprehensive reasons for the proposed depot modifications where applicable.
1.1.7 Possession of the requisite and relevant documents of approval from stakeholders agencies e.g Nigeria Port Authority, NIWA for the construction of a jetty and petroleum storage facility along the water way

Documents listed in 1.1 – 1.14 above shall be submitted in triplicates (original and two copies) as a pre-condition for grant of “Approval to Construct” (ATC)

1.2. **PROCEDURE GUIDE FOR GRANTING APPROVAL TO CONSTRUCT A DEPOT**

a) It shall be the responsibility of the DPR to ensure that all the above listed documents in section 2(ii) have been submitted.

b) A delegated officer of the DPR shall diligently review the submissions for completeness and acceptability.

Such officer must ensure that relevant divisions of the Department have opportunity of assessing the project (with their comments and or approvals collated) before conclusions can be drawn on the project.

The delegated officer shall undertake a site inspection of the proposed location of the depot and relate his findings to the engineering, safety and environmental submissions.

The assessment shall disallow the use and installation of obsolete technology and equipment in the proposed depot.

c) The DPR shall formally invite the applicant for a presentation of the project *work program* as soon as section 2 (iii) b above is satisfactory.

d) An approval to construct a petroleum depot could be recommended to the Director, Department of Petroleum Resources, upon successful completion of Sections 1.2 to 1.16 above, filled *Appendix 1*. The site report, the presentations and all submissions must fulfill the statutory and technical requirements stipulated in this regulation.

e) The Director, Department of Petroleum Resources, shall subsequently upon (d) above, grant the approval to construct the depot to the applicant in writing.

f) The DPR shall simultaneously appoint a team of competent engineers and technicians who will ensure compliance with international and national standards in equipment acquisition, construction and entire facilities integrity.
1.3.1 DOCUMENTS/CONDITIONS REQUIRED FOR TRANSFER (TAKE-OVER) OF DEPOTS

(a) Approval Building/layout plan (2 copies) indicating

(i) General layout of the depot
(ii) Details of tanks and adjoining installations.
(iii) Electrical and pump islands drawings
(iv) Structural drawings.

(b) Police report

(c) Fire Certificate

(d) Previous License

(e) Board Resolutions to be signed by at least half of the Directors

(f) Release letter from previous company

(g) Current tax clearance

(h) Transfer/Management Agreement with stamp duty (original & duplicate)

(i) Certificate of Incorporation, article of Association, and certified true copy of form CO7

(j) Integrity tests witnessed by DPR Inspectors.

(k) Evidence of Trained workers(Management Structure – showing detail designations to run the depot

(l) Duly completed Application Form for Petroleum Storage/Sale licence in duplicate along with appropriate fees of One hundred and fifty thousands in Bank Draft payable to the “Federal Government of Nigeria (DPR Fees Account)” and Service charge of Five hundred thousands payable to “Department of Petroleum Resources”

(m) Inspection of the Depot

(n) Large size photographs of the Depot showing:

(i) INLET Driveway
(ii) OUTLET Driveway
(iii) CENTRE to show the entire depot’s infrastructures
(iv) Generator House (if it does not appear in any of the above)

(n) Truck Holding Bay: A reinforce concrete cement to atleast hold fifty trucks at a time.
1.3.2 **PETROLEUM DEPOT EQUIPMENT: INSTALLATION, MODIFICATIONS, EXPANSION AND MAINTENANCE**

a) The depot manager shall express inform the Director, Department of Petroleum Resources or any officer delegated by him, of any equipment acquisition, installation, modification / expansion of facilities giving sufficient notice and details for approval.

b) Modifications and expansion works shall be given equal attention like fresh projects in the areas of engineering, safety and environmental concerns.

c) All pipeline and equipment breakdowns that affect normal depot operations shall be reported immediately to the DPR representative along with the maintenance program which should be received not later than 24hrs after such reports.

d) Every equipment replacements must be such that the design standard of the defective one is not compromised.

e) Strategic equipment list and a two – year stock of maintenance spare parts or replacements shall be kept at each depot.

f) It shall be the duty of the depot manager to adhere strictly to the maintenance instructions of the depot equipment manufacturers.

g) Routine inspection of all equipment and pipeline shall be undertaken at every depot. Critical laboratory equipment shall be tested / evaluated weekly for quality assurance. The manager shall maintain a record and report of such inspection and shall make the documents available to the DPR officials on demand.

h) The DPR shall be free to ask and obtain operational information and record from petroleum depots unhindered.

i) Hoarding of operational information is to be treated as a breach of the license to operate a petroleum depot which attracts a six calendar months suspension of operating license.

1.4 **SANCTIONS TO CONSTRUCT OR MODIFY A PETROLEUM DEPOT WITHOUT APPROVAL**

a) It shall be the duty of any individual or organization willing to operate a petroleum depot to formally apply for approval to construct the depot from the Director, Department of Petroleum Resources.

b) It shall be an offence for anyone to construct a petroleum depot without an approval of the Director, Petroleum Resources. Offenders shall have to

1. Pay a fine of Twenty Million Naira (₦20,000,000.00) only before the application can be considered and
2. Pay the stipulated non refundable fee for approval to construct a depot.

c) All licensed and operating depots are to apply and secure approval for all forms of modifications, expansions, replacements and reconstructions within the licensed depot before
commencement of works. Any violation of this provision will attract a fine of Twenty Million Naira (N20,000,000:00) only.

c) It shall be an offence to operate a petroleum depot without a written approval of the Director, Department of Petroleum Resources. Contravention of this provision will attract a fine of Twenty million (₦20,000,000:00) naira only.

d) A depot constructed without a DPR approval shall have to pay additional fine of Twenty Million Naira (₦20,000,000:00) naira only.

e) All the fines are exclusive of the stipulated application fee for approval to operate a petroleum depot

1.5 PROCEDURE GUIDE FOR GRANT OF STORAGE AND SALES LICENSE

a) It shall be the duty of the depot manager to formally apply to the Director, Department of Petroleum Resources for a depot operating license after completion of construction works on a petroleum depot for which approval to construct had earlier been granted.

b) The depot manager shall continue to apply for license renewal annually or as required from time to time.

c) A petroleum depot without a valid current license shall not be allowed to operate until a valid license is secured from the Director, Department of Petroleum Resources.

d) The depot manager shall submit copies of the manufacturer data and maintenance book for all critical equipment.

e) The stock list of three years maintenance spares for all strategic equipment must be verified by physical inspection in the warehouse as a condition for licensing a petroleum depot.

f) A list of competent and trained personnel for the depot operation and maintenance should be made available to the DPR. The Department shall arrange to verify the competence of the listed individuals as it deems fit before they can be cleared to work in petroleum depot. The competence of these individuals shall cover expertise / skill in their job function as well as safety.

g) The following integrity tests are made mandatory

i. Leak test for above the ground storage tanks (AST). Compulsory for all new tanks, to be repeated at the tank age of five (5) and from 10 years the exercise shall be repeated every two years.

ii. Calibration of tanks
iii. Meter Proving
iv. Vacuum box test.

h) Appropriate safety and warning signs (“No Smoking”, “Unauthorized Person not Allowed”, “Restricted Area”, “No Matches Allowed”, “All Vehicle Exhaust Pipe must be fitted with Spark Arrestor” etc) must be displayed at the entrance to the facility and within the depot installation.

i) The foregoing notwithstanding, all the provisions of Petroleum Act (Cap 150), Petroleum Regulations 1967, must be satisfied before the depot could be considered for licensing. Then filled Appendix 2

j) License / Approval to operate a petroleum depot facility will be granted by the Director, Petroleum Resources or person assigned by him if the constructed depot fulfills all the stipulated statutory requirements and has been inspected and recommended for an operating license by scheduled officials of the Department.
PART TWO

SECTION I

2.1 CONDITIONS GOVERNING THE ENGINEERING DESIGN OF A PETROLEUM PRODUCT DEPOT.
The detailed engineering and equipment specifications must conform to acceptable national and international standards listed in Appendix II or their equivalents, so as to guarantee the safety and operability of the depot and equipment. This phase must be executed with full participation of DPR engineers in accordance to the official mandate for monitoring hydrocarbon process and storage plants projects. The following milestone deliverables / documents should be submitted to the Director, Department of Petroleum Resources for review and approval to ensure statutory compliance:

2.1.1 DEPOT CONFIGURATION

i) Final depot configuration including detailed Piping and Instrumentation Diagram (P&ID) of the various units, utilities and offsite facilities.

2.1.2 PROJECT EXECUTION STRATEGY / QUALITY ASSESSMENT

i) Equipment test procedures (Detailed List of equipment)
ii) Approved building plans
iii) Quality control program of the designers
iv) Final project implementation schedule
v) Detailed product meter proving procedure and evacuation schemes
vi) Detailed Product Storage and Distribution Plan (Facilities Design, Layout and Metering)

2.1.3 PROCESS SAFETY CONSIDERATIONS / UTILITIES PROVISION

i) Electric power generation and plant earthen philosophy,
ii) Power distribution, load flow analysis and short circuit study.
iii) Control and instrumentations systems (process system and alarms, fire & gas system, ESD system) design and implementation.
iv) Detailed Waste (Solid, Liquid and Gaseous) Disposal Program of the Depot
v) Detailed HAZOP report
vi) SAFE Chart
vii) Safety Equipment Layout
viii) General facilities Layout
ix) Detailed Environmental Impact Assessment

2.1.4 PROJECT PRESENTATION

Every applicant for approval to construct a depot shall make a technical presentation of the entire project to DPR and shall be required to submit
i) The names of prospective fabrication and construction contractors and the fabrication program.

ii) The yard in which all vessels, columns and ancillary equipment would be fabricated.

iii) Arrangements for statutory monitoring of the various stages of equipment fabrications by officials of DPR.

SECTION II

2.1 Approval to Construct A Petroleum Product Depot

The applicant shall

i) Submit the detailed engineering of the depot to the Department of Petroleum Resources as specified in section 2.4 of these guidelines for review and approval.

ii) Make a comprehensive presentation on the project design to DPR

2.1.2 GRANT OF APPROVAL TO CONSTRUCT (ATC)

Having satisfied the requirements in section 2.1 (i & ii) above, the Honorable Minister may grant the applicant the construction license upon recommendation from the DPR. The applicant can subsequently proceed with the Procurement and Construction phase of the project.

2.1.3 CONDITIONS GOVERNING THE CONSTRUCTION OF A DEPOT

This comprises of fabrication, installation and erection stages.

i) The depot owner shall provide the Department of Petroleum Resources with the following information for necessary reviews and approval before the commencement of fabrication:

a). The name and job references of the company appointed as quality control inspectors and Curriculum Vitae (CV) of its principal technical staff.

b). All fabrication and welding procedures.

These procedures shall generally follow the relevant specifications in the under-listed documents:


2. API Standards 1104 – 17th and subsequent editions for welding of pipelines and related facilities.

ii) At the completion of fabrication, the quality control inspecting company shall compile a report confirming that all materials used were strictly in accordance with approved specifications as verified through steel mill certificates with the approved Standards and Codes of Practice. The quality control inspection shall be by Non-Destructive Examination
(NDE). Consequently, inspection and certification of all welded parts of vessels, columns
and piping shall be by any of the following techniques as applicable viz.:

iii)  
a). Liquid Penetrant Technique 
b). Magnetic Particle Technique 
c). Radiographic Technique 
d). Ultrasonic Technique

A comprehensive report of the inspection so carried out shall be forwarded to the
Department through the depot owner.

2.1.4 ENVIRONMENTAL AND SAFETY CONSIDERATION IN HYDROCARBON PLANTS
DESIGN AND CONSTRUCTION

2.5.1 ENVIRONMENTAL FACTORS

These shall include all available meteorological parameters, such as the prevailing wind
direction, maximum wind velocity, maximum and minimum atmospheric temperature, relative
humidity, rainfall, local flood or tide conditions.

a) All environmental parameters shall be obtained from independent site survey with all
the data gathered being properly documented.
b) Soil test and geo-technical investigations shall be carried out for foundation or load-
carrying characteristics of the site.
c) Contour maps (site plan), showing ground elevations shall be prepared
d) Effect of borehole water withdrawal on ground water table shall be investigated and
result submitted.

2.5.2 ENVIRONMENTAL PROTECTION

a) There shall be a detailed Environmental Impact Assessment (EIA) study of the area as
provided for in the National Environmental Guidelines and Standards for the Petroleum
Industries in Nigeria (EGASPIN) as issued by the DPR before commencement of
construction.
b) The general layout of the location and provisions for all waste disposal in the depot
shall comply with the applicable specifications in the EGASPIN
c) The depot shall be equipped with adequate provisions for containing and handling spills
and accidental discharge of potential contaminants.
d) All the systems and components of the depot shall be designed to withstand any
anticipated extremes of environmental phenomena on location.
e) The provision of effluent and recipient water quality monitoring shall be in accordance
with the EGASPIN
2.5.3 SAFETY FACTORS

a) All offices, warehouses and process buildings shall be constructed with utmost consideration for the safety of the workers and equipment. Laboratory building construction shall take into consideration the safety of personnel and provision of adequate ventilation as well as that for proper disposal of waste.

b) Material Safety Sheet (MSS) shall be prepared in respect of all potentially hazardous chemicals and materials.

c) Emergency alarm system and evacuation programs shall conform to Standards Industry Practice to the satisfaction of the Honorable Minister.

d) Fire sensors and gas detection and alarm system shall be installed at strategic points of the depot and its offsite facilities. In addition, adequate fire mitigation systems shall be provided at all identified fire risk areas of the depot.

SECTION III

2.5.4 APPROVAL TO COMMISSION

Following completion of mechanical erection, the Department of Petroleum Resources shall carry out physical inspection of the depot to ascertain conformance with approved design. Upon receipt of a satisfactory inspection report, the Honorable Minister will grant the approval to commission and operate the depot. The following shall be the pre-requisites to qualify:

1) A qualified depot manager is appointed and his appointment is notified in writing to the Minister of Petroleum Resources.

2) Completion of all fiscalization equipment and systems to approved standards.

3) Availability of adequate spare parts and other operating consumable materials in the warehouse appropriately codified and organized.

4) Availability of commissioning spare parts, apart from operating spare parts, all properly coded and arranged in the warehouse.

5) Approved operating manuals, maintenance manuals, mechanical catalogues, would have all been supplied, subject to appropriate modifications after commissioning.

6) Approved operating and maintenance organization and availability of trained manpower in sufficient strength.

7) Functional and effective fire prevention and fighting organization already in existence.

8) Functional and effective Safety enforcement Organization and Policies already in existence.

9) All approved engineering drawings in agreed numbers of copies have been supplied by the contractor, subject to modifications to reflect changes during construction.

10) The quality control laboratory is completed and functional.

11) A well-staffed and equipped First Aid Administration is in place.

12) All other provisions, which are reasonably required to facilitate effective commissioning of the depot, have been made.

13) An effective and international applicable materials codification and management system is in place.

14) Confirmation that all-environmental protection standards and during design have been met.
2.5.5 MAINTENANCE

This comprises routine and preventive scheduled maintenance.

a) Preventive maintenance schedules on critical equipment shall be prepared and submitted to the Department of Petroleum Resources for monitoring purposes only.

b) The depot facilities shall be periodically examined for corrosion detection and corrosion protection systems and devices installed shall be checked regularly to ensure effective performance. All these anti-corrosion performance monitoring shall be carried out in accordance with current NACE (National Association of Corrosion Engineers) Standards and procedures.

APPENDIX II

DESIGN CONSIDERATIONS

The design parameters shall generally follow but not limited to the specifications outlined in the current editions of:

- Standards Organization of Nigeria (SON) specifications of petroleum products (for domestic market).
- API Standard 2510 Design and Construction of LP Gas Installation at Marine and Pipeline Terminals, Natural Gas Processing Plants, Refineries, Petrochemical Plants and Tank Farm.
- API Recommended Practices 520 and 521 for pressure relieving and depressurizing systems.
- National Fire Protection Association Standards No. 59A
- American Society of Mechanical Engineers – ASME – Boiler Pressure Vessel Code, American Society of Mechanical Engineers (ASME) Mechanical Standards Class “B” Heat Exchangers Section 7.
- API 550 Manuals of Refinery Instruments and Control Systems
- ASME B31.3 for Plant Piping
- ASME B31.3 for Liquids Transmission and Distribution System
PART THREE

OPERATION OF DEPOT AND INSTALLATIONS

3.1 GENERAL

The operation of depots and installations demand diligence to avoid spills, explosions and fire. This implies among others that a competent person must always be available during all the operations particularly during the discharge or loading at the installations or depots. Furthermore, frequent observations should be made on ship-to-shore connections and pressure gauges. Appropriate warning signs must be displayed where necessary. Highlights of the key activities in the operations of depots and installations include:

- Receiving and or delivering bulk cargoes.
- Receiving and delivering packed petroleum cargoes from or to ships.
- Loading and unloading road tank vehicles
- Storage tank operations, pumps/general facilities and maintenance

3.2 METER PROVING

a) All custody transfer meters at petroleum depots shall be calibrated once a month in the presence of the DPR representative.
b) It shall be the duty of the depot manager to ensure that all meters used for pipeline transfers and tanker loadings are proved in line with (a) above.
c) Every functional custody transfer or loading meter that undergoes maintenance in between the stipulated meter proving cycle shall be re-calibrated and proved after the maintenance exercise.
d) The DPR resident officer at the depot shall program the monthly meter proving exercise and inform the depot manager who shall in turn comply.
e) It shall be an offence for any depot manager to operate with a defective or unproved meter. The offence attracts the immediate suspension of such manager and sealing up of the relevant loading arms at the depot.
f) All existing meter proving procedures shall be complied with in line with good oil field practices.
3.3 SAFETY AT PETROLEUM DEPOTS

3.3.1 FACILITY LAYOUT

a) A security wall or fence of not less than 3m high shall normally surround all installations and/or depots to prevent the entry of all unauthorized persons.

b) Safe distances must be maintained for positioning of storage tanks, product reception and loading facilities in a depot to ensure safety and effective control in case of spillages, accidents and other emergences.

3.3.2 LAYOUT OF STORAGE TANKS

i) Petroleum Storage tanks should be placed such that any hydrocarbon vapor will have diffused into the atmosphere to a concentration well below the lower flammable limit before reaching any area which may be designated as hazardous.

ii) The layout of the tanks should take cognizance of accessibility for fire fighting.

iii) Tables 1 to 3 below present standard design layout guidelines for storage tanks classification (I, II, and III) at petroleum depots or installations.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>DEFINITION:</th>
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<tbody>
<tr>
<td>CLASS ‘I’</td>
<td>Fixed roof above ground tanks storing classes A, B and C petroleum products at installations</td>
</tr>
<tr>
<td>CLASS ‘II’</td>
<td>Floating roof tanks storing classes A and B petroleum products at installations and</td>
</tr>
<tr>
<td>CLASS ‘III’</td>
<td>Above ground tanks storing classes A, B and C petroleum at depots</td>
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### TABLE 1

**STANDARD SPACING FOR CLASS I PETROLEUM STORAGE TANKS AT DEPOT INSTALLATIONS**

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>RECOMMENDED DISTANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between groups of small tanks.</td>
<td>15m.</td>
</tr>
<tr>
<td>Between a group of small tanks and any tank outside the group.</td>
<td>15m</td>
</tr>
<tr>
<td>Between tanks not being part of small tanks.</td>
<td>$15m &lt; \frac{1}{2} (D_L + D_S) &gt; 10m.$</td>
</tr>
<tr>
<td>Between a tank and any filling point, filling shed or building.</td>
<td>15m</td>
</tr>
<tr>
<td>Between a tank and outer boundary of installation, any designated non-hazardous area, or any fixed source of ignition.</td>
<td>15m</td>
</tr>
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**INDEX:**

$D_L = \text{Diameter of the larger tank.}$

$D_S = \text{Diameter of the smaller tank.}$
FIXED ROOF ABOVE GROUND TANKS STORING CLASS I, II (2) AND III (2) PETROLEUM

TABLE 2.0
LOCATION AND SPACING FOR FLOATING ROOF TANKS STORING CLASS I AND II (2) PETROLEUM INSTALLATION

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>RECOMMENDED DISTANCES</th>
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<tbody>
<tr>
<td>Between two floating roof tanks</td>
<td>10m. for tanks up to and including 15m. for tanks above 45m. in diameter</td>
</tr>
<tr>
<td>Between a floating roof tank and a fixed roof tank.</td>
<td>15m. ( &lt; \frac{1}{2} D_L ) &gt; 10m.</td>
</tr>
<tr>
<td>Between a floating roof tanks and any filling point, filling shed or a building not containing a possible source of ignition</td>
<td>10m.</td>
</tr>
<tr>
<td>Between a floating roof tank and outer boundary of installation, any designated non-hazardous area or any fixed source of ignition</td>
<td>15m</td>
</tr>
</tbody>
</table>

TABLE 3.0

3.4 LAYOUT OF KEY FACILITIES

a) Tank Compound-

The net capacity of a tank compound formed within the main bundwall, or the net capacity of a suitable depression should be 110% of the capacity of the largest tank in the case of class I and II storage tanks.

If the leakage or spillage is anticipated in class II and class III petroleum products storage, that could cause damage to third party property, drainage systems, rivers or waterways, a low bundwall should be constructed around the tank age.

b) Roadway and Parking Areas

The roadways and parking areas should be such that the main roads are suitably surfaced and drained. Those carrying traffic in two directions should not be less than 6m wide and single traffic lines should not be less than 4m wide.
A separate parking area shall be provided for petroleum tankers in order that road-ways and loading areas should not be used for parking. It is advantageous if car park can be constructed outside the main security fence of the installations or depot.

Road near loading or unloading facilities for class I or class II (2) petroleum should be at a safe distance from boundary. This distance should normally be at least 15m but in small depots, it may be reduced to 10m.

c) **Power House**

The location of the boiler house, power plant and fire pump house should be located in non-hazardous areas and where the equipment can be safely operated in the event of a fire or spillage.

d) **Environmental Control**

Provision should be made for drainage channels from the tank drain valves. These drainage channels should run to one or more oil interceptor should be cited away from the boundaries and hazardous areas and within easy access for inspection, cleaning and maintenance.

Adequate lighting should be provided for night operations. This should enhance safety of personnel and provide for operations to be carried out in a safe manner for the maintenance of security.

e) **Pumps**

These are generally grouped together in one area or individual sited to suit operational and constructional convenience.

They should preferably be installed above ground level and in the open air outside the tank compound except severe climatic conditions are experienced.

Pump for class I or II (2) petroleum should be located not less than 15m from the boundary but in the case of small depots, this distance may be reduced to 10m.

Pumps driven by gasoline and diesel engine shall not be operated in a hazardous area. Diesel engines should be installed above ground level to avoid their operation in an accumulation of flammable vapor. There should be a means of rapid shutdown of the unit in event of emergency.

All pumps shall be explosion prove.

3.5 **Bulk Road And Rail Vehicle Loading and Unloading Facilities**

Over-filling, splash loading and free fall of product shall be avoided during loading operations.
The layout of road loading or unloading facilities should incorporate ease of tank vehicle access and exit without the need for reversing.

Suitable barriers which may include clamps, locks or other means of control shall be employed to prevent unauthorized train movement, or access by locomotives while rail tank cars are still connected to the loading or unloading facilities.

Efficient catches shall be employed to hold railway line gates open when required.

Materials used in the construction of the loading and unloading structures shall be non-combustible. Boundaries should consist of an approved form of secure fence. It could be of chain link fencing, steel paling, brick, mass concrete or post and slap concrete construction.

3.6 RECEIVING AND/OR DELIVERING BULK CARGOES

a) All ship’s personnel using shore facilities for cooking, resting or recreating should be well versed with relevant depot and installation regulations regarding smoking or the use of naked lights.

b) During discharge or loading of a ship a warning should be displayed stating, “No Admission Except on Business”, “No Naked Lights”, “No Smoking”, “No Cell Phone Operations”.

c) Efficient communication should be established and maintained throughout the operations and in addition, all personnel must be conversant with emergency procedures.

d) The installation / depot Manager or his representative should discuss and agree with officer in charge of the ship, the sequence of operations, maximum pumping rates and pressure for each product, and a signal system for discharging or loading control including emergency stoppage.

e) If the vessels carry class A and other classes of petroleum products, flash points should be checked to ensure that no cross contamination is occurring.

f) All necessary precautions shall be taken to avoid spillages into waterways and in addition, floating booms should be provided.

g) Valves should be checked to ensure that they are in good working order.

h) The operator in charge of the flexible ship-to-shore connections and other discharge equipment should constantly check the pressure gauges and in event of excessive rise in pressure, arrange for pumping operations to be stopped immediately until the cause is identified and duly rectified.
i) Operational facilities that protect man and equipment against static electricity, lighting and electric current shall be provided.

3.7 RECEIVING AND DELIVERING PACKED PETROLEUM CARGOES FROM / INTO SHIPS

3.8 LOADING AND UNLOADING RAIL TANK CARS.

Safety precautions while loading and unloading rail tanks cars include:

a) No major repairs should be permitted while loading and unloading rail cars.

b) Loading and unloading arms or hoses should be properly stowed after use.

c) Loading and unloading arms, hoses and connections must be clearly identified, by either color-coding or nameplates, to indicate the grade of product for which they are applicable.

d) In the case of a spillage or leakage all loading or unloading operations should be stopped immediately and all foot valves should be closed where they are open for unloading or bottom loading. The nearest office of Department of Petroleum Resources must be notified. Operations should only start after clearance from DPR.

e) In case of fire outbreak, the supply of product cut-off and effort must be concentrated to contain/put off the fire. In addition to that, the nearest area office of the fire fighting authority and DPR must be notified. Operations will be allowed after thorough investigation by DPR and other relevant government agency. Commencement of operation shall be permitted when adequate measures have been put in place to prevent similar and foreseeable fire outbreak in the depot or installation.

3.9.1 TANK GAUGING AND SAMPLING

It is necessary to establish prior to gauging and sampling product, clear procedure for receipt of products into the storage tanks at depots and installations. We should ensure that each tank is clearly marked with tank numbers:

(a) An efficient system of communication between all personnel concerned in the operations. A referenced depth should be clearly marked near dip hatches used for manual gauging. It is also necessary to ensure that:

(b) Dip hatches for manual gauging of tanks storing class I or II (2) petroleum should be opened as when necessary, consistent with obtaining tank gauging for control of inventory and tank filling.
(c) If a tank is filled with more than one dip hatch, only one should be opened at a time. The dip hatches should be closed when not operational.

(d) When atmospheric conditions (electric storm, hail, flying sand) create risk of static or other hazards, manual gauging should be stopped.

(e) A minimum of 30 minutes should elapse between the commencement of gauging and the end of tank filling operations for class I, II and III petroleum.

(f) In the case of floating roof tanks, a gauging well, which is normally at the top of access, stair way should be used. This eliminates the need to descend on to the roof.

(g) Automatic gauging equipment should be checked against manual dips at periodic intervals. A check on the fitting provided in floating gauges is recommended. This will ensure that the float is on the surface.

3.9.2 DRAINAGE OF WATER FROM TANKS

Water could be introduced into a tank from a ship or if a water plug clears pipeline. Water bottoms in tank cause internal corrosion of tank bottom and lower shell plates. Water should be removed as soon as possible after the tank contents have settled. Water drawn off from tanks should be passed through an interceptor before passing to any external drainage system.

3.9.3 FLOATING ROOF TANKS

The roof of a floating roof tanks should be examined frequently to ensure that they are floating evenly and not sticking. This is highly recommended during heavy rains or in freezing water. Valves on drains should be closed when the operation is completed, to prevent loss of product in the event of failure of the internal drain line. It is also recommended to ensure that the inlet velocity (until the inlet of the tank is completely submerged, and until the pipeline is free of any water or air) should not exceed 1mn. per second. This would avoid the build-up of static charges when filling a tank with classes II, III petroleum static accumulator products or I. This may create a flammable atmosphere in the tank ullage space by vaporization or formation of the mist.

To ensure proper drainage of tank enclosures, normal gravity drainage could be applied or alternatively by means of manually controlled pump, or by siphon drain. Furthermore, water from tank enclosures should pass through an oil interceptor before passing to any outside drainage system or watercourse. A valve by-pass round the interceptor would provide for controlling flow of uncontaminated water in exceptional storm conditions or the release of fire fighting water.
3.9.4 PUMPS

All pumps should be inspected regularly particularly for abnormal noise, signs of over-heating, gland leakage, alignment and general condition. In the case of power driven pump, the motor and control gear tested for continuity, earthing and insulation resistance. All positive displacement pumps should have a by-pass relief valve.

In all operations, pumps should not be left to run against a closed delivery valve, as it would cause churning, over-heating of pump and product.

3.9.5 GENERAL FACILITIES

In all depots and installations, support facilities like boilers compressed air, oil interceptors are provided. Good oilfield practice recommends a effective means of handling each structure in a depot such as:

(a) **Boilers** - The basic safety procedure for running boilers is similar and it should be complied with regardless of the boiler being automatic or manual type. The operators should understand the reason for each specific inspection. Water gauges should be tested and blown down at least twice per shift to ensure that they are working correctly. Low and High-level alarms and flame failure protection should be tested weekly, unless a continuous blow down system is installed, the frequency of blowing down of the boiler should be in accordance with the prescribed boiler water control procedure.

(b) **Compressed Air** - Air receives which are in constant use should be drained of water daily, or an automatic water drain installed. Failure to ensure adequate drainage of water would lead to corrosion of the air receiver.

(c) **Oil Interceptors** - All oil interceptors should be regularly inspected and routinely cleaned. If oil and dirt are allowed to accumulate in the oil interceptor unattended, the oil interceptor loses its effectiveness.

Furthermore, a log should be kept of their routine inspection and cleaning.

2.9.6 QUALITY CONTROL

A well equipped laboratory for quality control shall be established in each depot to test for the following parameters using international test methods (ASTM and IP). As applicable to:

- Specific Gravity (Hydrometer)
- Flash Point
- Distillation (Petroleum Distiller)
Vapour Pressure
Sulphur
Lead
Research Octane Number (RON)
Existence Gum Tester
Pour Point Tester
Fridge
Freezers
Sampling bottles (Glass & Plastics)

2.9.7 OFF-SPEC DISCHARGES/DIVERSION

It shall be an offence to discharge off-Spec Petroleum Product into a licensed storage facility or diversion of such product to unknown location
Contravention of this provision will attract a fine of Twenty million Naira (N20,000,000.00) or 5% of the cost and freight of the product.
PART FOUR

4.0 GUIDELINES FOR PETROLEUM PRODUCTS TRANSFERS AT DEPOTS/JETTIES

a) Transfer of Hydrocarbons

1. The transfer of any petroleum products from one petroleum depot/Jetty to another or from a refinery to a depot/jetty shall be done only with the consent and approval of the Director, Department of Petroleum Resources or any officer delegated by him.

2. It shall be the duty of the depot manager of the depot to expressly inform the Director, (or his delegated officer), of his program to transfer petroleum product from his depot to an identified duly licensed depot by completing the product transfer format.

3. The resident DPR officer at the transferring depot/Jetty shall

   i. certify the information on the format before approval to transfer is granted.
   ii. Ensure that in a multi product pipeline, the pumping sequence is in line with good oil field practice
   iii. Ensure that the source tank does not supply below 105% of its dead stock while the destination tank will not receive above the allowable calibrated ullage
   iv. Witness the opening of the main transfer valve
   v. Ensure and witness periodic sampling and analysis of the product being transferred.
      This test shall be repeated ten minutes into the transfer as a confirmatory check.
      A final sample analysis shall be taken at the end of the transfer.
      All sample taken shall be clearly labeled and related to the transaction and time and they shall be kept for 30 days for any future reference by the depot.

4. The resident DPR Officer shall inform the receiving depot of the commencement date and time of the petroleum products transfer and the expected arrival date and time.

5. It shall be an offence for any depot to open a transfer valve without an officer of the DPR. The offence shall be punishable by suspension of depot license of the offender for one (1) calendar year or a fine of One Million Naira (1,000,000.00)
4.1 Reception at the Destination Depot:

4.1.1 Handling of Pipeline Inter-phase

a) All petroleum depots shall install pipeline inter phase monitors on their inter depot pipeline for the purpose of monitoring products quality before arrival at the products reception area (PRA).

b) Off-specification products shall be pumped to appropriate slop tanks. The expected inter phase for downstream transfers is either AGO / DPK or PMS / AGO. Hence each depot is to maintain a tank for each class of inter phase.

c) The depot manager shall on daily basis take composite sample of the slop tanks, conduct laboratory analysis of the sample and make the result available to the resident DPR officer. The sampling and shall be in the presence of a DPR official.

d) The depot manager shall not transfer, utilize, sell, blend or take any portion of the content of these tanks without a satisfactory application and express approval of the Director, Department of Petroleum Resources or his delegated officer.

e) The inlet valve into the nominated reception tank shall be opened only by consent and express approval of the DPR resident official.

4.1.2 Tank to Tank Transfers in a Petroleum Depot

a) All the requirements of section 3.1.1(a) of this guideline shall be met satisfactorily for intra depot tank-to-tank petroleum products transfer.

Homogeneous Product Transfer

b) There shall be products quality compatibility established by the depot manager and witnessed / confirmed by the resident DPR officer at a depot before a tank-to-tank transfer can take place. Moreover, the source tank shall not be made to pump below 105% of its dead stock while the receiving tank should not attain a level above the calibrated safe maximum.

c) The content of the service pipeline in quantity, quality and type shall be such that contamination or adulteration shall not occur during or after the transfer.

d) The initial and final readings of the on-line meter shall be documented for products accountability.
e) Products quality analysis shall be performed on the active storage tanks before and after the operations. The results and samples shall be kept in the depot to the knowledge of the resident DPR officer until 14 days after the content of the receiving tank has been distributed for public consumption.

**Quality Correction Transfers**

f) Contents of slop tanks shall normally be pumped back to the nearest refinery for further processing.

### 4.1.3 Nomination and Confirmation of Loading Tanks

a) On no account should a tank under intra-or inter-depot transfers be nominated for public distribution same day without carrying the requisite quality certification.

b) The following preparatory information must be ready in a depot before a petroleum storage tank is nominated for loading:
   - A list of all requests to load a brand of petroleum product and a summary of the requests.
   - The quantity / quality record of all tanks containing the requested product.

c) It shall be the duty of the depot manager to select a storage tank and an alternative, where there are more than one tank containing the same product in the depot, that can accommodate the total requested volume of the product; such tank must be containing on-spec product.

d) The above shall be done, at close of work, on a day before the loading date.

e) On the loading date, the tank shall be re-fiscalised and sampled at 6:00 AM in the presence of a DPR inspector who shall also witness the calculations and laboratory analysis. The results obtained shall be used to confirm previous tank nominations if consistent.

f) In the event of contradictions, the consistent alternative storage tank shall be nominated.

g) In the event that there is no consistent tank,
   1. The loading/lifting of the reference product shall be deferred to the next day to allow for proper tank nomination if the failing parameter is the product quality. The deferment shall immediately be communicated to the DPR resident officer and thereafter to the costumers.
   2. The tank fiscalisation shall be repeated and if the difference between the final stock of the previous day and that of the loading day is such that physical environmental conditions can justify, and there is perfect repeatability of the tank quantity on the loading date, the new quantity shall be upheld and the petroleum product tank can be confirmed by the DPR for loading on that day.

### 4.1.4 Tanks to Loading Arms Transfer

a) There shall be no transfer of any petroleum product to loading arms in a depot except the tank has been nominated for loading in line with provisions of section 3.1.3 above.
b) It shall be the duty of the depot manager to indicate the specific loading bay and relevant arm that a nominated tank shall supply on the loading day. He shall make the program available to the resident DPR official along with the loading arm meter number, its last date of calibration, meter tolerance, and the initial meter reading.

c) The DPR inspector shall crosscheck this information before commencement of loading. He shall also record the functional state of the loading arms.

d) The DPR shall refuse the transfer of petroleum product to a loading arm if
   1. The tank was not properly nominated in line with section 3.1.3 a above
   2. The tank level gauge / side glass is faulty
   3. The loading pump has leakage or outstanding maintenance that may cause a total breakdown / fire during operation
   4. The arm meters have not been calibrated or proved for upwards of one month
   5. The meters were proved and the tolerance is greater than ±2% or if there was no consistent repeatability.
   6. The meter proving frequency exceed twice in a month after correction of some faults or maintenance.
   7. The arms and elbows are leaking petroleum product
   8. The loading arm bay has no earthen clamps or if the clamps are defective.
   9. The arm is not being manned by a competent loader.
   10. The time is before 0800hrs or after 1530hrs on a working day (Monday to Friday) and if the loading date falls on a Sunday.
       Saturday loading shall be between 0800hrs and 1200 noon. Exceptions to this timing shall be as approved by the Director, DPR or any officer so delegated and the depot manager shall apply for it in emergency situations.
   11. The pipeline line from the nominated tank to the loading arm contains a product that is not the same as the tank content
   12. There is pipeline or on-line valve leakage between the tank and the loading arm
   13. There is insufficient hazard protection at the loading bay

e) As soon as a tank to loading arm transfer of a petroleum product is approved, the tank initial level and hence the volume is recorded, the main outlet valve of the tank, which should otherwise be under lock by the DPR, shall be opened.

f) Confirmatory product quality test of the first compartment of the first tanker or wagon shall be performed. Product loading shall continue as programmed except when the confirmatory test result is at variance with that of the tank composite sample obtained earlier on the loading day.

g) This transfer shall terminate when the program is achieved or when an emergency that endangers the depot equipment / personnel / environment develops. The tank final level shall thereafter be taken and the tank main outlet valve closed by the DPR.
PART FIVE

FIRE PROTECTION

5.0 GENERAL

In all oil installations and depots, consideration should be given to the design and construction and layout to minimize the possibility of out-break of fire. Adequate provisions must also be made for fire fighting equipment for the rapid extinction of any fire at its initial stage.

5.1 PROVISION OF FIRE PROTECTION

In all oil installations and depots, serious consideration should be given to the design, construction and layout to minimize the possibility of out break of fire. However, adequate provisions must also be made for fire fighting equipment for the rapid extinction of any fire at its initial stage.

LAYOUT

The general layout of facilities in installations and depot should be such that adequate fire fighting access exists. Points of entry should be limited to the minimum necessary to prevent access of unauthorized persons to the premises. Roadways of hard surfaced tracks should be provided for mobile equipment and personnel to hydrants in order to permit effective and safe use of equipment. Fire fighting equipment and hydrants should be located so that they can be approached from different directions.

The entrances to buildings and access to fire fighting equipment should be kept clear of obstruction at all lines. Any devices (matches, lighters etc) that may cause spark or flame should be prohibited. Vegetation that is liable to dry out and become a fire hazard should be kept short and all cuttings should be removed.

6.3 FIRE PROTECTION OF TANKS

It is essential to ensure that adequate provisions are made for fire fighting on tanks viz:

(a) There should be provision of mobile equipment off or fixed connections for the application of cooling water to fixed roof tanks containing class I or II (2) petroleum. Fixed water drenchers are not always necessary in the case of floating roof tanks

(b) Fixed connections should be considered for tanks containing classes I and II petroleum portable foam equipment should be provided in compliance with the guidelines of the International Oil Tanker and Terminal Safety Guide as contained in Table
(A) Scale of provision of fire extinguishers

<table>
<thead>
<tr>
<th>Type of Area</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Petroleum Product Warehouse</td>
<td>Two 11kgs dry chemical fire extinguishers per 200sq m of floor area.</td>
</tr>
<tr>
<td>Open storage spaces</td>
<td>Where each stack of packages does not exceed 125m. or 500m3 capacity when</td>
</tr>
<tr>
<td></td>
<td>only class III petroleum is stored, two 11kg dry chemical extinguishers</td>
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<tr>
<td></td>
<td>should be provided.</td>
</tr>
<tr>
<td>Offices and Stores for dry good etc</td>
<td>One 9 liters water type extinguisher per 100 sq. m of floor area. A fixed</td>
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<tr>
<td></td>
<td>hose reel may be alternatively provided.</td>
</tr>
<tr>
<td>Package filling shade</td>
<td>Four 11kg dry chemical extinguishers per 200Sq. of floor area.</td>
</tr>
<tr>
<td>Class I &amp; II Petroleum</td>
<td>One 11kg dry chemical extinguisher per 200Sq. m of floor area, with no</td>
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<tr>
<td></td>
<td>less than two extinguishers provided.</td>
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<tr>
<td>Class III Petroleum</td>
<td></td>
</tr>
<tr>
<td>Pump houses and pump area class I petroleum –</td>
<td>One 11kg dry chemical extinguisher per two pump to a maximum of four</td>
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<td>extinguishers per four pumps with a maximum of two extinguishers.</td>
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<tr>
<td>Electrical switch houses</td>
<td>One 4.5kg CO2 or dry chemical extinguisher or one 1.5kg BCF extinguisher</td>
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<tr>
<td></td>
<td>per 25Ssq m of floor area.</td>
</tr>
<tr>
<td>Road Vehicle loading and unloading gantries</td>
<td>One 11kg dry chemical extinguisher per two vehicles loading or unloading</td>
</tr>
<tr>
<td></td>
<td>position.</td>
</tr>
<tr>
<td>Rail car loading or unloading sidings</td>
<td>One 11kg dry chemical extinguisher per 30m of siding.</td>
</tr>
<tr>
<td>Ship discharge or loading berths</td>
<td>Two 11kg dry chemical extinguisher per group of discharging or loading points. In addition, for larger discharging or loading facilities on 75kg dry chemical mobile unit.</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Open Interceptors</td>
<td>One 11kg dry chemical extinguisher per interceptor.</td>
</tr>
<tr>
<td>Kitchen and Canteens</td>
<td>Two-2kg CO2 extinguisher or one 1.5kg BCF extinguisher. One fire blanket, minimum size 1.25 by square meters. One 9 Sq. M of Canteen area.</td>
</tr>
<tr>
<td>Laboratory</td>
<td>One 4.5kg CO2 extinguisher per 25Sq. m of floor area.</td>
</tr>
</tbody>
</table>

It is highly recommended that operators ensure the following:

1. Every employee or authorized person working in the installation or depots should be familiar with the fire alarm signals, the location of the fire alarm posts and the action to be taken in the event of fire.

2. The layout is such that adequate provisions are made for escape in the event fire and access to fire fighting.

3. The installation and routine inspection of fire alarm and equipments.

4. Fire drills are arranged at suitable intervals, which must include activation of fire fighting equipment. Records must be kept of all observations.

5. Conspicuous notices should be placed at all entrances to the depots and installations prohibiting the entry of persons smoking or carrying matches or lighters must be displayed.

Furthermore, the gantry is a hazardous area and all efforts should be geared towards ensuring that due care is maintained always at this location. In case of any case of any spillages, it should be diluted with water to reduce the creation of hazardous atmosphere before appropriate steps are taken to address the problem of the spillage.
6.4 WELFARE AND PERSONNEL PROTECTION

The need to ensure the welfare and protection of all staff and individuals who may have cause to be in depots and installations could not be overemphasized. These could however be discussed as follows:

Medical aid, Accidental discharge of products and welfare:

6.4.1 MEDICAL AID

In depots and installations it is necessary that First Aid facilities for personnel should be provided. Furthermore equipment should be always in good condition. Following recent developments, Clinic manned trained Nurses and/or Medical Doctors are gaining greater popularity in modern depots and installations. Standing arrangement should be made for ambulance or medical aid. All employee should be well trained and verse with procedure for artificial respiration and the treatment of persons suffering from electric shock. Resuscitation equipment should be provided and a competent person always available in the depots/installations

6.4.2 ACCIDENTAL DISCHARGE OF PRODUCT

In depots and service station it happen that the skin gets in contact with the product. Naturally, all petroleum products contain one chemical that should not ideally get in contact with the skin. To reduce and/or eliminate contamination with the petroleum product, good oilfield practice recommends among others the followings:

(a) The contaminated part of the body should be thoroughly and immediately washed with soap and water. In the case of clothing’s that are contaminated, they should be dry-cleaned before re-use.

(b) If any light petroleum product is accidentally swallowed, the victim should be immediately rushed to a Doctor or Nurse for medical attention.

(c) Skin contact with petroleum product should be avoided as far as possible.
6.4.3 WELFARE

The need for adequate washing facilities, drinking water and sanitation in depots and installations cannot be overemphasized. Good oil practice recommend among others the following:

(a) Provisions should always be made for adequate facilities for washing, drinking and sanitation.

(b) Clothing, accommodation and a means of drying clothing should be provided.

(c) Premises should be kept clean and tidy.

(d) Special attention is necessary where product vapor, mist or dust may occur, as general ventilation should be adequate for comfort.

(e) Eating facilities should be provided.

6.4.4 PERSONNEL PROTECTION

In all, the phases of activities in the depots and installations, relevant personnel protection equipment should be provided. They may include; headgear, goggles, overalls, gloves and footwear.

Furthermore, the supervisors should ensure that appropriate notice is displayed, and that the employees put on the necessary safety protection gadgets.

It is recommended also that the employees be taught safe procedures and the importance of abiding with relevant safety regulations. All employees should be taught how to execute their work safely and to report accidents immediately. It is recommended that a few minutes’ safety talk prior to commencement of the day’s activities is advised.
PART SIX

RESPONSIBILITIES OF DPR INSPECTORS AT DEPOTS AND JETTIES.

The functions/responsibilities of DPR Inspectors at Depots and Jetties are as follows:-

6.1 DEPOTS

a) Fiscalisation of the product tanks at the following operational intervals; i) before and after products reception; (ii) At least 30 minutes after products reception (iii) before and after loading operations.
b) Participate in products sampling and quality laboratory analysis to ascertain products specifications.
c) Carry out routine inspection of Depots/Jetties facilities in order to ensure compliance with operating Procedures and Standards.
d) Keep records of the number of trucks loaded in the depot; stamping of marketers waybill and ensure compliance with appropriate colour identification code.
e) Ensure that products are sold only to DPR licensed companies and accurate delivery to designated trucks.
f) Ensure that products are sold only to DPR licensed companies and accurate delivery to designated trucks.
g) Yearly appraisal on depot/jetties safety facilities and review of meter proving/maintenance programme.

6.2 JETTIES

h) Participate in fiscalisation/analysis of consignment (petroleum products) on board and reconcile data obtained with same on bill of lading and “Certificate of Quality” and “Certificate of Quantity” – surveyor report before discharge.
i) Ensure timely submission of daily, weekly and monthly marketers’ activities, reports and also notify the office of any accidental occurrence within twenty four hours.
Appendix 1

**CHECK LIST**

**APPROVAL TO CONSTRUCT PETROLEUM PRODUCTS DEPOT**

Field Office __________________________
Identification Code ____________________

Name of Company: (as in Cert of Inc.) ________________________________

Registered Address: ________________________________________________

Location of Facility: ________________________________________________

LGA ______________________ State: ________________________________

FEE PAID:  N……………….  RECEIPT NO.……………………………

RECEIPT ISSUE LOCATION ………………

RECEIPT ISSUE DATE…………………

Bank draft Details……………………………………………………………….

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<table>
<thead>
<tr>
<th>LIST OF ATTACHED DOCUMENTS</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Certificate Of Incorporation Of Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Certified True Copy Of Memorandum And Article Of Association</td>
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<tr>
<td>3. Fire Report</td>
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<td>4. Current Three Year Tax Clearance Certificate</td>
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<tr>
<td>5. Approved Building Plan</td>
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<td>6. Consent / Approval Of Local Government</td>
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<td>7. Police Report</td>
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<td>8. Project Layout Including P&amp;I Drawings</td>
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<tr>
<td>9. EIA Approved Report</td>
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<tr>
<td>10. Safety Proposals For The Depot</td>
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<td>11. Waste Disposal Management Plan</td>
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<td>12. Application Fee</td>
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<tr>
<th>Products</th>
<th>Product Details or Specification</th>
<th>Total No. Of Tank(s)</th>
<th>Capacity of Each Tank (Liters / MT.)</th>
<th>Vol. Applied for (Liters / MT.)</th>
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<td>LPG</td>
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<tr>
<td>OTHERS</td>
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</tbody>
</table>
Name of Depot Manager: ____________________________________________________

1. The above inclusions are **adequate / not adequate** for issuance of Approval to Construct a Petroleum Depot (Please Circle your Conclusion).

2. **Recommendation**
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   Date…………………………

Name of Inspector: ______________ Date Facility Inspected: __________

Name of Head of Department ______________ Signature and Date

3. **OPSCON’S Comment**
   ____________________________________________________________
   ____________________________________________________________
   Name__________________________ Signature and Date

4. **DPR HQ Validation**
   ____________________________________________________________
   ____________________________________________________________
   Name of Officer ______________ Signature and Date

5. **Approval To Construct** given by __________________________
   ____________________________________________________________
   Signature and Date
Appendix ii

SECTION 3 (iii) PROCEDURE GUIDE AND CHECKLIST

CHECK LIST

PETROLEUM PRODUCTS DEPOT CHECKLIST
(Print in capital letters only)

<table>
<thead>
<tr>
<th>Field Office</th>
<th>Identification Code</th>
</tr>
</thead>
</table>

Name of Company: (As in Cert of Inc.) ____________________________
Regd. Address: _______________________________________________________________________
Location of Facility: ___________________________________________________________________
LGA __________________ State: __________________________________________
Application type (New/Renewal/Takeover): _______ Year of Expiration of Previous Lce. _______

FEE PAID N…………………………………… RECEIPT NO. …………………………………..

RECEIPT ISSUE LOCATION ……………… RECEIPT ISSUE DATE………………………
Bank draft details……………………………………………………………………………………............

<table>
<thead>
<tr>
<th>LIST OF ATTACHED DOCUMENTS</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>1 Certificate Of Incorporation Of Company</td>
<td></td>
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<tr>
<td>2 Approval To Construct / Letter Of Release</td>
<td></td>
<td></td>
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<tr>
<td>3 Application For License To Operate a Depot</td>
<td></td>
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<tr>
<td>4 Appropriate Depot Photographs</td>
<td></td>
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<tr>
<td>5 Certified True Copy Of Memorandum And Article Of Association</td>
<td></td>
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<tr>
<td>6 Fire Report</td>
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<tr>
<td>7 Current Three Year Tax Clearance Certificate</td>
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<td>8 Expired License</td>
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<tr>
<td>9 Hydro test Certificate of Storage Facilities</td>
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<tr>
<td>10 Approved Building Plan</td>
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<tr>
<td>11 Approved EIA Report</td>
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</table>

<table>
<thead>
<tr>
<th>PRE-LICENSE DEPOT PROVISIONS</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1 Adequate Fire Fighting Facilities (Fixed &amp; Mobile)</td>
<td></td>
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<tr>
<td>2 Adequate Safety &amp; Oil Spill Containment Equipment including Effluent Drainage System with API gravity Separation / Skimmer Pit</td>
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<tr>
<td>3 Personnel Protective Wears For Operators</td>
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<tr>
<td>4 Security Check Post</td>
<td></td>
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<tr>
<td>5 Power Source (NEPA / GENERATOR / BOTH) Underline as applicable</td>
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<tr>
<td>6 Lightning and Earthing Protective Devices</td>
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<tr>
<td>7 Emergency Shutdown System</td>
<td></td>
<td></td>
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<tr>
<td>8 Bund Walls Constructed as per API, etc Standard</td>
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<tr>
<td>9 Corrosion Protection Devices</td>
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<tr>
<td>10 Fire Clearance Zone Of Minimum 3 Meters Around The Perimeter Fence Of The Depot</td>
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<td>11 Colour Coding Of Pipe Connections, Loading Arms, Unloading Arms, etc</td>
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<tr>
<td>12 Medical Clinic or Emergency Facilities (First Aid)</td>
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<tr>
<td>13 Vehicles Park Area Constructed Outside the Depot</td>
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<tr>
<td>14 Well Equipped Laboratory for Quality Control Purposes</td>
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<tr>
<td>15 Emergency Response Action Plans Conspicuously Displayed</td>
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<tr>
<td>16 Tanker Truck Ullaging Area</td>
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<tr>
<td>17 Brick Wall Perimeter Fence, Greater than 1.5 Meters High</td>
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<tr>
<td>18 Water Storage Facilities (Fire Fighting And Portable)</td>
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<tr>
<td>Products</td>
<td>Product Details or Specification</td>
<td>Total No. Of Tank(s)</td>
<td>Capacity of Each Tank (Liters / MT.)</td>
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<td>OTHERS</td>
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</table>

Name of Depot Manager: _________________________________________________
No. of Trained Depot Attendants: ____________________ _______________________

Approval to Construct granted by ________________________________ Date____________

1. The above inclusions are **adequate / not adequate** for issuance of License to Operate the Petroleum Depot (Please Circle your Conclusion).

2. **Recommendation**

   ________________________________________________________________

Name of Inspectors

__________________________________  ______________________________  Signature and Date

__________________________________  ______________________________  Signature and Date

__________________________________  ______________________________  Signature and Date

Name of Head of Department ___________________ __________________________  Signature and Date

3. **OPSCON'S Comment**

   ________________________________________________________________

Name ___________________ __________________________  Signature and Date

4. **DPR HQ Validation**

   ________________________________________________________________

Name of Officer ___________________ __________________________  Signature and Date

5. **License to Operate** granted by ____________________

   __________________________  Signature and Date

LPG  LNG  CNG  PMS  KERO  AGO  LUBE OIL  SLOP  OTHERS
## DEPOT INSPECTION REPORT

### 1.0 LOCATION

<table>
<thead>
<tr>
<th>S/NO</th>
<th>TANK NO</th>
<th>CAPACITY</th>
<th>PRODUCT</th>
<th>DIP HATCH</th>
<th>AVAILABILITY AND STATE OF</th>
<th>PASS HYDROTEST</th>
<th>WELDS PASS PENETRANT TEST</th>
<th>PIPELINE / VALVE CONDITION</th>
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<td>RUBBER SEAL</td>
<td>WATER HYDRANT/SHOWER</td>
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42
## Appendix iv. 2.0  TRUCKS LOADING AREA

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<th>BAY NO.</th>
<th>ARM NO.</th>
<th>METER NO.</th>
<th>PUMP NO.</th>
<th>DATE METER PROVED</th>
<th>PRODUCT</th>
<th>COMMENT</th>
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43
2.1 **TRUCK LOADING AREA:**

Valves and Joints

Trucks Earthing Facility

Fire Fighting Facilities:

- **Extinguishers (CO₂)**
- Extinguishers Dry (Chemical Powder)
- Extinguishers (Foam)
- Water Hydrant System
- Water Sprinklers
- Safety Warning Signs

3.0 **LABORATORY**

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<tr>
<th>S / NO</th>
<th>ANALYTICAL INSTRUMENT</th>
<th>TYPE AND SPECIFICATIONS</th>
<th>TESTS / PARAMETER</th>
<th>WORKING CONDITION</th>
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</table>

4.0 **GENERAL CONDITION**

- API SEPERATOR
- EFFLUENT DISCHARGE CHANNEL
- SKIMMERS
5.0 GENERAL SAFETY PROVISIONS

FIRE EXTINGUISHERS

SAFETY WEARS

SAFETY SIGNS

FIRE TRUCKS

SPARK ARRESTORS

HYDRANT SYSTEM

FIRST AID FACILITIES

6.0 OTHER CONSIDERATIONS

ELECTRIC POWER SOURCES

WORKSHOP AND TOOLS

NAME & SIGNATURE OF DPR STAFF
Appendix v

DEPARTMENT OF PETROLEUM RESOURCES (DPR)

APPLICATION FOR STORAGE/SALES LICENCE ONLY

SECTION A:
1. Name of Applicant/Company:
   …………………………………………………………………………...

2. Registered Address in Nigeria:
   …………………………………………………………………………...

3. Location Address for the storage of products:
   …………………………………………………………………………...

   …………………………………………………………………………...
   …………………………………………………………………………...

Local Government Area: ………………………….. State:
………………………………………………………………………...

4. Type of licence required, please tick:
    a. Industrial Consumer (Storage only) (Category I) [ ]
    b. Petrol Filling Station (Category II) [ ]
    c. Depot [ ]
    d. Kerosene (Category III) [ ]
    e. Liquefied Petroleum Gas (LPG) (Category IV) [ ]

5. State whether application is for a NEW Licence or RENEWAL Licence, and the corresponding year(s):
   …………………………………………………………………………...
If RENEWAL, please attach photocopy of the **expiring license**

If NEW, attach photocopy of approval letter from the DPR

6. **Storage Capacity:**

   PMS: .................................. liters  
   AGO: ...................................... liters

   Kerosene: ............................. liters  
   Fuel Oil: ................................. liters

   Lube Oil/Grease: ..................... liters/kg  
   LPG: ....................................... Kg

7. **Type of Receptacle/Storage:** (please tick)

   a. Underground Tank [ ]
   b. Surface Tank [ ]
   c. Drum [ ]
   d. Cylinders [ ]
   e. Tins (Cartons/packed) [ ]

8. Has the petroleum station’s draft Management Agreement been verified and endorsed by the DPR? {YES/NO/Not Applicable}.

9. I/We hereby certify that all the information given above are correct.

    Amount paid (₦………………………………………….)

    ............................................................
    ............................................................
    ............................................................

    (in words)

    ............................................................
    ............................................................
    ............................................................

    Name/Signature of Applicant  
    Date

48
SECTION B: TO BE COMPLETED BY THE SPONSORING MARKETING COMPANY ONLY

Name of Sponsoring Marketing Company:

……………………………………………………………………………………………………

Independent Marketer’s Number:

……………………………………………………………………………………………………

We hereby undertake to sponsor this application for the grant of license to store and sell. (Petroleum Decree 1969).

Note
a. Where an applicant obtains product(s) from more than one company, applications should be channeled through only one company.

b. Application not properly filled will be rejected and fees in respect of such rejected application will neither be refunded nor transferred on to any other application

c. An application must be submitted in respect of each Category (under 4 above) Bank Draft to be made payable to the:

“FEDERAL GOVERNMENT OF NIGERIA – DPR FEES ACCOUNT”

d. Whereas Pressure Test Certificate and Report are required ensure that duly signed ORIGINAL CERTIFICATE are forwarded to LAGOS through respective zonal office of the DEPARTMENT OF PETROLEUM RESOURCES (DPR).

……………………………………………………………………………………………………

Name/Signature of Authorized Official Company’s Official Stamp/Date
SECTION C:

Bank Draft reference number
................................................................................................................................................

Amount Paid (₦…………………………………….)
................................................................................................................................................

.................................................................

................................................................

 Name/Signature of receiving officer Date/Official Stamp

Recommendation of Marketing Officer:
................................................................................................................................................

................................................................................................................................................

 Name/Signature of Marketing Officer State Date

Licence Number:
................................................................................................................................................

................................................................................................................................................

 Name/Signature Department of Petroleum Resources Date