

**Sample Service Letter for Renewal
Tankerman-PIC (Barge) Dangerous Liquids**

(Must be on company letterhead)

(Current date)

USCG Regional Exam Center
200 Jefferson Ave., Suite 1302
Memphis, TN 38103

-or-

USCG Regional Exam Center
1222 Spruce St., Room 7.105
St. Louis, MO 63103

This is to certify that *(Applicant's Name)* , has been employed by this company from *(date)* to *(date)* .
 (Applicant's name) conducted at least two transfers of bulk dangerous liquids, each of at least four hours duration. *(Attach detailed transfer records.)*

The following cargos classified as dangerous liquids were transferred: *(List names of cargos.)*

 (Signature of company official)

Company official's name, Title

The accompanying transfer record must include date, vessel or barge name, cargo, name of tankerman, type of operation (*load, offload, commencement, completion*) and time of start and finish for each transfer. It must be signed by a company official and include the official's name, title, address, and phone number.

When applicable, **one** of the following statements included in the service letter will satisfy the DOT drug screen requirement. We suggest you also include the name of the lab which did the test.

1. *(Name of Employee)* was chemically tested on *(date sample was given)* in accordance with 46 CFR 16.220 (Periodic Testing). The results of this test were negative. He has had no subsequent positive drug test to date."
2. "If the employee was given a Pre-employment test within the past six months, the following entry applies: *(Name of Employee)* was chemically tested on *(date sample was given)* in accordance with 46 CFR 16.210 (Pre-Employment Testing). The results of this test were negative. He has had no subsequent positive drug test to date."
3. *(Name of Employee)* has been subject to a random testing program meeting the criteria of 46 CFR 16.230 for at least 60 days during the previous 185 days, has not failed a chemical test for dangerous drugs, and has not refused to participate in required chemical tests."

TRANSFER RECORD FOR TANKERMAN-PIC (Barge) DL

Name: _____

DATE OF TRANSFER	VESSEL OR BARGE NAME	CARGO OR PRODUCT	NAME OF TANKERMAN	OPERATIONS	TIME START/STOP
				1. loading 2. offloading 3. hookup 4. disconnect	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
13.					
14.					
15.					

Company Official:

Name and Title: _____

Address: _____

Phone Number: () _____