

Washington Township Fire Department Standard Operating Procedure

Division 500: Maintenance
Section 501: Vehicles & Fire Apparatus
Subject 501.07: Fueling Apparatus, Vehicles & Equipment
Supersedes: Maintenance Bulletin 85-2
Maintenance Bulletin 81-3



Approved By:

Date: January 31, 2005

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PURPOSE:

These guidelines will establish a fueling program to provide for the safe dispensing of fuels into tanks and containers designed for such containment and transportation.

RESPONSIBILITY:

All members shall become familiar with and use the provisions of these guidelines, and refresh themselves as necessary to maintain their safety and effectiveness.

PROCEDURES:

Gasoline or diesel fuel is normally obtained from one of the motor fueling stations operated by the Speedway Corporation as the provider for fleet sales of fuel:

5575 Bigger Road
360 Miamisburg-Centerville Road
113 N. Main Street

It is possible that due to operating hours, availability of certain fuels (i.e. diesel), traveling out of town, and other factors or circumstances, fuel may have to be obtained at other sites operated by or honoring the credit charge system that is used for fleet sales.

Each apparatus and vehicle will have a credit charge card issued thereto, and kept in a packet to hold said card and receipts. Only fuel for Township owned vehicles and equipment is to be charged upon the credit charge account of the fire department. Deviations from this policy, such as use of cash, fueling vehicles of ownership other than the Township vehicles, etc. can be completed after receiving prior approval for such deviation. Any missing cards, receipts or misuse shall immediately be reported through the chain of command.

Fuel in apparatus or vehicle tanks shall be replenished when below $\frac{3}{4}$ full to maintain their highest state of readiness. Replenishment to full may take place when above $\frac{3}{4}$, but should not constitute a special trip for the sole purpose of re-fueling.

At the motor fueling station it is absolutely necessary to assure that the proper type and grade of fuel is going to be dispensed before the actual dispensing ensues. Fuel shall only be dispensed from the stationary dispensers as provided by the motor fueling station. All regulations, prohibitions, restrictions, warnings and notices as posted at the motor fueling station and as required by law and code shall be followed and adhered to when dispensing fuel. If at any point during the fueling process it is determined that the improper fuel (i.e. gasoline in a diesel motor powered vehicle) has been

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dispensed, immediate steps shall be taken to prevent the starting of the vehicle, or equipment, and until such time as authorized by the Maintenance Department as to how to proceed.

At the completion of the fueling, the credit charge card shall be submitted to the attendant for payment of the product. The receipt for the provider shall be signed and another receipt for fire department records shall be received from the attendant. A comparison of the gallons dispensed and cost of the product shall be confirmed to assure that the receipts match the dispenser.

Upon returning to the vehicle or apparatus, a record of the fueling transaction shall take place. The proper entries shall be made on the form supplied in the vehicle-fueling packet (Fuel Usage Record-Form #60, Fuel Usage Record/Credit Card-Form #60A, or Fuel Usage Record/Diesel-Form #60B). Fuel dispensed into portable containers shall receive a special notation as to which piece of equipment the fuel is intended to be used therein. Should the form be missing, or otherwise not found in the vehicle or apparatus, this fact shall be immediately reported through the chain of command. The provider issued receipt and credit charge card shall be placed in the fueling packet. Monthly, Maintenance Department members will retrieve all completed forms and receipts for further processing.

Immediately following fueling into apparatus or vehicles, diesel motor powered vehicles or apparatus shall also have a fuel additive added to their fuel tanks. BG Diesel Fuel Additive shall be dispensed as follows:

1. The Additive is dispensed from containers carried on the vehicle.
2. Containers on vehicles shall be re-filled from a supply container at the fire station.
3. A ratio of Additive to diesel fuel shall be added to the tank. The ratio of two ounces of Additive shall be dispensed for each five gallons of fuel that was added to the vehicle tank.
4. Assure that the proper amount of Additive has been added as too much of the product can be harmful to the motor.

Dispensing fuel into portable containers shall be for the purpose of fueling equipment including, but not limited to, saws, generators, portable pumps, and snow blowers. Such containers shall be no larger than five gallons, and should be equipped with self-closing lids, nozzles, or valves. Immediately following fueling into a portable container, a fuel stabilizer additive shall be added to the container to aid in keeping fuel systems clean and operating properly. The brand name fuel stabilizer provided shall be dispensed as follows:

1. Use two ounces of fuel stabilizer for each one gallon of fuel dispensed into the container.
2. Follow specific instructions on the container for greater or lesser ratios of fuel additive, pursuant to equipment manufacturer instructions.

Two cycle motors on equipment may also require adding a lubricating oil to the fuel container. The container specific to that piece of equipment, or the piece of equipment itself, should be consulted for the type, grade, and quantity of oil to be added.

Emergency dispensing of fuel into apparatus and vehicle tanks may occur at a location other than a motor fueling station. Such emergency dispensing would occur because apparatus at an emergency scene are at low levels, or some similar circumstance would exist. Emergency fuel dispensing would be performed under the following conditions:

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1. The source of the fuel would be of the type, quality, and grade to meet performance standards.
2. The source of the fuel would be from a provider of military, public fleet, or highly reputable private fleet fuel sales.
3. During the dispensing, one person shall be designated to establish a fire watch. This person shall be located a safe distance from the dispensing point and equipped with the appropriate type and size fire extinguisher.
4. Extraordinary measures shall be taken to control all sources of ignition (motors shut off, electrical switches turned off, no smoking allowed, hot surfaces protected or cooled, etc.).
5. Static electricity can ignite flammable and combustible vapors. Steps should be taken through bonding, grounding, or both, to prevent the hazardous accumulation of static electricity.
6. If dispensing fuel by gravity (such as from portable containers), the nozzles should be of the approved self-closing type.
7. Pumps used to dispense fuel shall be of the type meeting the ANSI/UL 87 Power Operated Dispensing Devices for Petroleum Products, 10th edition. (Such information is normally provided on the pump manufacturers information plate/block.)
8. Record on the fuel usage form in the vehicle-fueling packet all pertinent information. Include a notation of the name of the source.
9. Collect a receipt, or other written record, that states at least the type of fuel, quantity, and cost. (Do not duplicate information if the fuel has already been recorded in other Washington Township records.)

References

Ohio, State of – Ohio Revised Code

3741.14 Self Service Filling Station Fire Protection Standards

NFPA Publications

NFPA 30 Flammable & Combustible Liquids Code (Chapter 5)

NFPA 30A Motor Fuel Dispensing Facilities & Repair Garages (Chapter 9)