

SOP – Fueling Vehicles**General**

Vehicle and equipment fueling procedures and practices are designed to minimize discharge of polluted stormwater to surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority. These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

Authority

Director of Plant and Maintenance

Responsibility

Associate Director of Facilities Services

Auto Shop Supervisor/ Gasoline Attendant

Procedure (for vehicle and equipment fueling)

1. The vehicle engine shall be off.
2. Prior to fueling, the valve on the catch basin CB-67 shall be closed and the basin covered with the provided flexible rubber mat.
3. Ensure that the fuel is the proper type of fuel.
4. Verify that absorbent spill clean-up materials and spill kits are available in the fueling area.
5. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
6. Fuel tanks shall not be "topped-off".
7. Mobile fueling is not permissible. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
8. Clearly post in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

Procedure (for bulk refueling)

1. Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk refueling.
2. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms

are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.

3. Protect fueling areas with berms and /or dikes to prevent run-on, runoff, and to contain spills.
4. A trained employee must always be present to supervise during bulk transfer.

Spill Response

1. Conduct cleanups of any fuel spills immediately after discovery.
2. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
3. Collected waste is to be disposed of properly.
4. Contact the Physical Plant Operations Department at 973-720-2142

Maintenance and Inspection

1. Fueling areas and storage tanks shall be inspected monthly.
2. Keep an ample supply of spill cleanup material on the site.
3. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
4. Containment area for the aboveground storage tanks for used oil and diesel fuel adjacent to Lower Warehouse shall be inspected for leaks and structural deterioration on a monthly basis. Before discharging stormwater from the containment area, a visual inspection shall be performed to ensure that fuel used oil from the

Updated October, 2020