

SUBJECT: FUELING PROCEDURE	SECTION: 201.06
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PURPOSE

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

PROCEDURE

Diesel fuel is normally obtained from the city garage. Fill out a fuel ticket and turned into the shift supervisor. The usage shall be entered into Firehouse Software and on the daylog.

Gasoline is normally obtained from United Dairy Farmers at 9203 Reading Rd.

The attendant at the counter maintains a card for our use. You only need to provide your PIN# to complete the transaction (fuel only). Your PIN# is your assigned radio designation, ie: FIRE CHIEF'S = 8301 A/C's = 8302 and so on. Any fuel purchased shall be recorded to current policies. PIN#s have only been assigned to Full-Time staff...in the event an assignment for fueling is necessary by a POC member, the person making the assignment shall share his/her PIN#.

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.

Fuel in apparatus or vehicle tanks shall be replenished when **below ½ full** to maintain their highest state of readiness. Replenishment to full may take place when above ½, 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 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.

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 according to the directions on the container or the equipment manufacturer instructions.

Two cycle motors on equipment may also require adding 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:

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 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 City of Reading records.)