

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> VEHICLE FUELING AND BULK RECEIVING - STANDARD OPERATING PROCEDURE	<b>Page:</b> 14.03.01 <b>Date:</b> 02/21/2023

**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**

Executive Vice President for Business and Finance  
Director of Plant and Maintenance

**Responsibility**

Associate Director of Plant and Maintenance  
Auto Mechanic / Gasoline Attendant  
Custodial/Grounds Supervisor

**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 overflow.
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.

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9. Clearly label fuel pump master shut-off switch and maintain clear and easy access.
10. Fuel may only be dispensed between the hours of 8:00-9:00 a.m. and 2:00-3:00 p.m. by a trained and designated CCM employee.
11. When not in use, the gasoline pump is to remain locked. During normal working hours, the pump key is to be stored in the office of the Auto Mechanic. After normal working hours, the key should be properly secured within the key box located in the office of the Associate Director of Plant and Maintenance.
12. At start of each day, a Daily Gasoline Usage Report will be employed (see Attachment 1). The gasoline attendant shall record the opening daily meter reading.
13. When dispensing gasoline, the Daily Usage Report will be filled out by the gasoline attendant and include the following information relative to each gas-up: date, time, license plate number, gallons pumped, oil checked, department user's name, account number, and dollar amount.
14. At the close of each day, the gasoline attendant shall record the meter reading on usage report. The attendant will review the report, totaling the gallons pumped, and compare it to the gallons derived from the daily meter readings.
15. Each Monday, the gasoline attendant will forward each completed Daily Usage Report to the Maintenance Systems Coordinator for the previous week, which includes the total gallons of gasoline pumped.
16. Each Monday, the previous week's Daily Usage Reports, which were forwarded to the Maintenance Systems Coordinator, will be entered into Maintenance Excel Spreadsheet, which will generate a weekly usage report. This weekly report is filed in the Plant and Maintenance Office gasoline file.
17. On the 7<sup>th</sup> of each month, the Maintenance Systems Coordinator will provide the Accounting Department with a monthly summary report for the previous month of gasoline usage by department account number and total dollars charged.
18. When the remaining gasoline in the 6,000 gallon storage tank reaches the automatic refill re-order point, the vendor will refill tank to 90% capacity. The 500-gallon diesel above ground tank requires manual monitoring for refilling by the auto-mechanic/gasoline attendant. No fuel deliveries should be scheduled or received during inclement weather.
19. Upon delivery of gasoline from the designated supplier, Plant and Maintenance will have the gasoline attendant verify the gallons delivered and test the tank for excessive moisture.
20. The delivery ticket will be forwarded to the Plant and Maintenance office staff who will file the original ticket in the gasoline file.

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**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, close-off valve at catch-basin 67 prior to filling the 6,000 gallon tank and 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 berm 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 County College of Morris **Department of Public Safety**  
**973-328-5550**

**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 tank have not come into contact with the stormwater to be discharged.

