

MSU Standard Operating Procedures Vehicle and Equipment Fueling

Introduction and Purpose

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of 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 the priority.

Scope

These procedures have been implemented at the Montclair State University (MSU) fueling station in Lot 60.

Contact

Ben Ceca (973) 655-4451 during business hours and (862) 621-5758 during non-business hours. For emergencies call University Police (973) 655-5222.

Fueling Procedure

When dispensing fuel please follow these steps:

- Scan or hold your University ID Card under the optical reader at the front of the fueling station.
- You will be prompted to answer the following question – Do you have a vehicle card key? Yes
- Scan or hold the Vehicle Fuel Key Fob under the optical reader at the front of the fueling station.
- Enter pump number: #1 for gas and #2 for diesel.
- Pick up fuel handle.
- Lift pump hood.
- Insert nozzle into vehicle, squeeze handle to dispense fuel.
- After fueling vehicle, remove the nozzle from the vehicle and return it to the fuel station. Place hood in original position.

Standards and Specifications (for vehicle and equipment fueling)

- Absorbent spill clean-up materials and spill kits shall be available in fueling areas.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overflow.
- Fuel tanks shall not be "topped off".
- Instructions for the safe operation of the fueling equipment, and appropriate contact information for the person responsible for spill response shall be clearly posted in a prominent area of the facility.

Standards and Specifications (for bulk fueling)

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak prone areas during bulk fueling.
- 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.
- Protect fueling areas with berms and /or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee will always be present to supervise during bulk transfer.

Spill Response

- Conduct cleanups of any fuel spills immediately after discovery.
- 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.
- Collected waste is to be disposed of properly.
- Contact the MSU Police Department at 973-655-5222 who will coordinate spill cleanup with the MSU Environmental Health and Safety Department.

Maintenance and Inspection

- Fueling areas and storage tanks shall be inspected monthly.
- An ample supply of spill cleanup material will be maintained on site.
- Any maintenance required will be administered regularly and promptly.