



Subject: Vehicle and equipment fueling standard operating procedure

Effective Date: November 2005

Last update: 3-22-21

Approved by: Bradley Demo, Assistant Director of Environmental Health and Safety

I. Purpose:

This policy shall establish standard operating procedures for fueling of all vehicles and equipment owned by Montclair State University. Procedures are designed to minimize and eliminate pollution of surface and groundwater. Procedures shall apply to the fuel tank located on campus at lot 60. Procedures are meant to comply with NJDEP MS4 stormwater genera; permit.

II. Fueling procedure

1. Shut off engine.
2. Present user ID card and vehicle fuel key fob to the optical reader at the front of the fueling station.
3. Enter pump number to be used: 1 for gasoline or 2 for diesel fuel.
4. Pick up fuel handle and lift pump hood.
5. Insert nozzle completely into vehicle.
6. Squeeze handle to commence dispensing of fuel.
7. When pump stops on its own, tank is full, DO NOT attempt to continue fueling or “top off” the vehicle.
8. Replace nozzle and vehicle gas cap.

III. Other provisions

1. Absorbent spill clean-up materials are available in the yellow drum next to the fuel tank. For large spills contact MSU police at 973-655-5222 and then EHS for spill response. Minor spills should be cleaned up at the time, and contact EHS for proper disposal of used absorbent materials.

2. Nozzles shall be equipped with an automatic shut-off to prevent overfill
3. A copy of this document shall be posted in a prominent area of the facility, and made available to all employees through their supervisor.
4. Leaking nozzles shall be reported to EHS/Bradley Demo immediately. If found place down absorbent pad or drip pan under leaking nozzle to collect liquid.
5. Fueling area shall be inspected at least monthly by EHS/ stormwater coordinator. Any maintenance required shall be scheduled immediately by the Fleet Services Department.

IV. Bulk Fueling

1. Drip pans shall be used under all hose and pipe connections and other leak prone areas during bulk fueling.
2. Block storm sewer inlets or contain tank trucks used for bulk transfer with temporary berms or temporary absorbent booms during transfer process.
3. A trained employee shall always be present to supervise during bulk transfer.