

RCC Vehicle Fueling

Contact: Director of Risk Management

1. Introduction and Purpose
 - a. 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, equipment, and storage tanks are critical for this purpose. Safety is always the priority.
2. Scope
 - a. These procedures are to be implemented in all areas with fueling.
3. Standards and Specifications (for vehicle and equipment fueling)
 - a. Do not smoke, light matches, or lighters while refueling at the pump or when using gasoline anywhere else.
 - b. Discharge your static electricity before fueling by touching a metal surface away from the nozzle.
 - c. Do not re-enter your vehicle during refueling. If you cannot avoid re-entering your vehicle, discharge any static build-up BEFORE reaching for the nozzle by touching something metal with a bare hand -- such as the vehicle door -- away from the nozzle.
 - d. Shut the engine off.
 - e. Ensure that the fuel is the proper type of fuel.
 - f. Spill clean-up materials and spill kits are available in fueling areas and are disposed of properly after use.
 - g. Nozzles used in vehicle and equipment fueling are equipped with an automatic shut-off to prevent overfill.
 - h. Fuel tanks are not to be "topped off."
 - i. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment will be transported to the designated fueling area.

- j. Post, in a prominent area near the fueling location, instructions for the safe operation of fueling equipment and appropriate contact information for the person(s) responsible for spill response.

4. Filling Portable Containers

a. Containers

- i. Containers will be clearly marked with the name of the liquid.
- ii. The container will be constructed of metal or approved plastic, have a tight closure, and be fitted with a spout or be so designed that the contents can be poured without spilling.
- iii. A metal or plastic safety container must not have over (5) five gallons capacity. An approved plastic container has been tested and listed in compliance with the requirements of ASTM F 852 or F 976, ANSI/UL 1313, or 49 CFR.

b. Filling Procedures

- i. Place the portable container on the ground. Do not fill the container seated on a truck bed or trunk.
- ii. Lift the nozzle from the pump.
- iii. Turn on the pump by lifting the handle on the side of the pump.
- iv. Place the nozzle in the container and pull the trigger.
- v. Do not engage the latch open device when filling portable containers.
- vi. Keep the nozzle in contact with the container during the fueling process.
- vii. Watch the pump to gauge the gallons dispensed to prevent overfilling the container.
- viii. Fill the container no greater than 95% to allow for expansion.
- ix. After the container is full, release the trigger.
- x. Deactivate the pump by pushing the handle on the side of the pump down.
- xi. Place the nozzle on its hanger on the side of the pump.
- xii. When placing the portable container back into the vehicle, use proper lifting techniques—two-hand grip and bend at knees, not waist.

5. Spill Response

- a. Conduct clean-ups of any fuel spills immediately after discovery.
- b. Notify the Risk Management Department to collect and dispose of the waste.

6. Maintenance and Inspection

- a. Fueling areas and storage tanks are inspected monthly.
- b. Keep an ample supply of spill clean-up material on the site.
- c. Any equipment, tanks, pumps, piping, and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.