# Vehicle & Equipment Fueling SOP-20.0

**Description of SOP:**

Improper fueling of vehicles and equipment can contribute to contamination of stormwater by introducing hydrocarbons, oil and grease, and heavy metals to the Arroyo Colorado. Vehicle and equipment fueling procedures and practices are designed to minimize pollution to surface or ground waters. Safety is always a priority when delivering fuel into vehicles, mobile fuel tanks, and/or storage tanks.

**Purpose of SOP:**

The following procedures are to be implemented at all maintenance yards with fueling, including mobile vehicle and small equipment fueling operations.

**Suggested Protocols:**
*General*

- Shut engine off before fueling vehicles/equipment
- Make sure that the fuel is the proper type
- Do not smoke in the fueling area
- Fuel tanks should not be "**topped off**"
- Vehicles and equipment shall not be left unattended while fueling
- No foreign object shall used to depress gas nozzles while fueling
- Absorbent spill clean-up material and spill kits shall be available in the fueling areas
- It shall be posted in a prominent area of the facility instruction for safe operation of fueling equipment, and appropriate contact information for person(s) responsible for spill response

*Mobile Fueling*

- Mobile fueling shall be minimized and whenever practical, vehicles and equipment shall be transported to the designated fueling areas in the facility
- If mobile fueling must occur a spill kit shall be readily available and a drip pan shall be placed under the nozzle to prevent any spillage
- The mobile fueling tank shall be inspected frequently for leaks

*Small Equipment Fueling*

- Small equipment refers to lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc.
- All small equipment must be turned off while fueling
- Fueling of small equipment should be done over a paved (concrete) area away from storm drains or ditches

- When fueling from a jerry can a funnel will always be used

*Bulk Fueling*

- A trained employee must always be present to supervise during bulk transfer
- 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 bulk transfer
- Protect fueling area with berms and/or dikes to prevent run on, run off, and to contain spills

*Maintenance and Inspection*

- Vehicles and equipment shall be inspected on a regular basis for fuel leaks
- Any equipment, tanks, pumps, and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replace immediately
- Fueling areas and storage tanks shall be inspected monthly

**Training:**

- All employees shall be trained upon hiring and annually thereafter on proper methods for handling and disposing of waste.
- All employees shall understand stormwater discharge prohibitions, wastewater discharge requirements, and the best management practices (BMPs).
- All employees shall be trained on the proper fueling and cleanup procedures
- A training log/sign-in sheet will be used to document training
- Employees will be familiar with the sites spill control plan and/or proper spill cleanup procedures

**Spill Response and Prevention:**

- Refer to SOP 11.0 Spill Prevention, Control, and Cleanup
- Have spill cleanup materials readily available and in a known location
- Clean up spills immediately and use dry methods (absorbents)
- Properly dispose of spill cleanup material (absorbents)
- Collected waste shall be disposed of properly