MOBILE REFUELLING AT CAL POLY

PURPOSE

In order to keep Cal Poly employees safe and to protect the environment, this program is to ensure safe and spill free mobile refueling of fixed and mobile (non-automotive) fuel tanks.

SCOPE AND APPLICATION

This document applies to all mobile refueling operations on Cal Poly properties, the refueling operations personnel, and the refueling operations managers.

ROLES AND RESPONSIBILITIES

A. Environmental Health & Safety (EHS) is responsible for:
   1. Collaborating with Refueling Operations for the creation and maintenance of this program.
   2. Providing logistical and support for any spillage of fuel during operations.
   3. Collaborating with Refueling Operations for the training of staff and students performing refueling operations.

B. Refueling Operations (Ag Operations) management is responsible for:
   1. Maintaining refueling vehicle with necessary emergency supplies (spill kit etc.).
   2. Refueling operations.
   3. Training of staff and students performing refueling operations.

C. Fleet Services is responsible for:
   1. Maintenance (repair and service) of the generators on the running side of the unit.
   2. Inspection of the generators for all types of leaks and repairs to fuel lines.
   3. The repair or replacement of small approved fuel tanks. Large fuel tanks that require a crane to install would be outsourced.

D. Deans, directors, and department heads/chairs are responsible for:
   1. Ensuring that policies and procedures for mobile refueling are carried out according to this document.
   2. Providing for any necessary resources for cleaning up any spilled fuels.
REQUIREMENTS

Note: any spillage of fuel into any water requires immediate notification of Supervisor and EH&S

A. Fueling procedure
1. Pull refueling vehicle as close to fuel tank as possible
2. Confirm location of spill kit (truck or onsite spill kit)
3. Attach bonding strap/cable
4. Deploy fuel hose
5. Begin refueling – never leave refueling unattended!
6. Do not overfill – leave at least 2 inches of Ullage
7. When “full,” stop fuel flow
8. Turn off pump
9. Return hose
10. Clean up any drips or spillage

B. Spill clean-up procedure (into containment or onto pavement)
1. If spill is less than one quart
   i. Soak up all liquid with oil absorbent pad (diaper)
   ii. Clean up tank surfaces with spray detergent and paper towels
   iii. Place clean-up materials in plastic bag
   iv. Deliver to EHS (or supervisor) for disposal

2. If spill is more than a quart, but less than five gallons
   i. If safe, prevent spilled liquid from entering storm or sewer drain (spill sox or spill absorbent)
   ii. Notify supervisor (supervisor to notify EHS)
   iii. Remain on site for site security and to direct responding personnel, and cleanup

3. If spill is more than five gallons
   i. Number one priority is your personal safety and those around you
   ii. If safe, prevent spilled liquid from entering storm or sewer drain (spill sox or spill absorbent)
   iii. Notify supervisor (supervisor to notify EHS for assistance)
   iv. Call 911 as appropriate
   v. Remain on site for site security and to direct responding personnel
D. Spill clean-up procedure onto dirt/soil

**Note: dirt/soil is the absorbent**

1. If spill is less than will fit into spill kit (bucket or bag)
   i. Do not deploy spill absorbent, dirt will suffice
   ii. Shovel fuel contaminated dirt into bucket or bag
   iii. Deliver material to EHS (or supervisor) for disposal
   iv. Notify supervisor

2. If spill is larger than will fit into spill kit (bucket or bag)
   i. Number one priority is your personal safety and those around you
   ii. If safe, prevent spilled liquid from entering storm or sewer drain (spill sock or dirt dike)
   iii. Notify supervisor (supervisor to notify EHS)
   iv. Call 911 as appropriate
   v. Remain on site for site security and to direct responding personnel

E. Spill clean-up procedure onto any water and:

1. Contained
   i. Prevent escape and call supervisor for assistance

2. Onto “US Waters” – or - moving towards a storm drain - **Immediately**:
   i. attempt to stop spill
   ii. call University Police, supervisor, and EHS

F. If simply overfilled fuel tank (but not overflowed/spilled)

1. Secure hand operated pump and fuel container
2. Pump excess fuel out of tank
3. Place pumped fuel into bulk fuel for use/reuse
4. Clean up any fuel – spray detergent and towels
5. Place clean-up materials in plastic bag
6. Deliver to EHS (or supervisor) for disposal
DEFINITIONS

**Fuel tank:** Any storage device for fuel. For the purposes of this document, a fixed fuel storage device that services a stationary piece of equipment (e.g., a backup power generator)

**Mobile fuel tank:** A fuel tank attached to a non-automotive but movable device. For example, the fuel tank attached to a backup power generator on a trailer.

**Mobile refueling:** Any refueling operation delivered by a vehicle (truck, etc.).

**US Waters:** Any drainage, tributary, creek, reservoir, pond, etc. in which spill damage could negatively affect the body of water.

**Storm drain:** Any drainage device that flows to a creek or other water way. Not a sewer drain.

**Ullage:** The air space above the liquid in a tank or container.
APPENDIX A: REFERENCES

SPCC: 40 CFR, Pt 112.1 to 112.15

APPENDIX B: FUEL POWERED GENERATOR LIST

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