

<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p><b>SUBJECT:</b> <b>Bulk Fuel Tank Policy</b></p>	<p>PAGE <u>1</u> of <u>4</u> PAGES</p>
	<p><b>RULE/CODE REFERENCE:</b> <a href="#">ORC Chapter 3737</a>; <a href="#">OAC 1301:7-7-34</a></p>	<p><b>SUPERSEDES:</b> N/A</p>
	<p><b>PURPOSE:</b> To provide for and ensure the proper operation and inspection of above ground storage tanks (AST), and to provide guidance on the storage and handling of fuel.</p>	<p><b>EFFECTIVE DATE:</b> 09/1/2016</p> <p><b>REVISION DATE:</b> N/A</p>
	<p><b>APPOINTING AUTHORITY:</b> <a href="#">ORC §1501.01</a> ODNR Director</p>	<p><b>APPROVER AND DATE:</b> <i>JMA Jenya</i> 8-8-16</p>

**This policy applies to all Ohio Department of Natural Resources (“ODNR”) employees, and in no way supersedes the negotiated language in the applicable collective bargaining agreements.**

**I. DEFINITIONS:**

TERM	DEFINITION
Above ground storage tank (“AST”)	Any storage tank located above ground which contains fuel.
ATG	Automatic tank gauge

**II. POLICY:**

**A. Fueling Safety**

1. No smoking or other fire causing hazards are permitted within the immediate area of the fuel storage location.
2. Fuel dispensers used by State employees shall be of an approved, automatic shut off type. It is the employee's responsibility to attend the fuel pump nozzle throughout the filling process.

**B. Fuel Purchases**

1. Fuel from ODNR facility storage tanks is for ODNR motor vehicles and equipment. The state fuel card will be used to purchase fuel at commercial service stations. Purchase of fuel from commercial service stations is encouraged when the price at the pump is lower than the price of fuel in the storage tank or at any time it is not practical to obtain fuel at the ODNR facility. Fuel should not be dispensed to non-ODNR vehicles or equipment, except in emergency situations when ODNR staff may provide up to one (1) gallon of fuel to disabled motorists, which shall be recorded through the equipment card. ODNR must obtain and attach to the fuel dispensing log sheet the disabled motorist's contact information, including the motorist's name, address, and telephone number. Fuel dispensed from the ODNR facility storage tanks will be recorded, including tenths of gallons, at the time the fuel is dispensed.
2. Bulk fuel delivery tickets are to be held and then verified to the invoice. Once delivery ticket is verified and matched to the invoice, payment can be made by Fiscal.

C. Above Ground Storage Tank (AST) Inspection Protocol

1. The facility manager is responsible to ensure that this inspection protocol is performed, completed, and reported by the 5<sup>th</sup> day of every month on the AST. The inspection will be recorded to document date and time of inspection of the AST. On this same record, please record any discrepancies found and what action if any was taken.

D. Completion of Monthly Fuel Sheet

Definition: properly filling out required information needed to accurately post fuel usage to vehicles and equipment.

Responsibility; Tank Personnel or Designee

1. Complete the Date
2. Starting Meter Reading or Starting Tank Measurement Reading on the Monthly fuel sheet. Note: both readings are obtained from the ending readings of the previous fuel sheet and should list both inches and gallons.
3. Fill in Location of Tank and Tank ID and type of fuel being dispensed.  
Responsibility: Fueling Customer
  - Fill in Date, License Plate Number, Mileage/Odometer Reading, Gallons Dispensed (ensure it is coded under the correct fuel type to the tenth of a gallon) and a LEGIBLE complete name is mandatory.
  - Responsibility: Tank Personnel or Designee
  - At month's end total all the columns.
  - Measure fuel tank and write these measurements on the Fuel Sheet or Perform Meter Reading.
  - Calculate ending balances for both the tank measurements and the meter readings.
  - Review Fuel balances for accuracy and to ensure that the Fuel Sheet is completely filled out.
  - Forward Fuel Sheets monthly to data entry personnel for Fleet Ohio input.

E. Fuel Tank Filling

Definition: Proper steps to assure accurate, safe and environmentally compliant filling of ODNR fuel storage tanks.

Responsibility: Tank Personnel/Site Manager or Designee Duties

1. Determine fuel tank level is at a point where fuel shall be ordered.  
This determination is done by either sticking the tank or from an Automatic Tank Gauge (i.e. Veeder-Root ATG, or Red Jacket). Be consistent in your type of measurement.
2. Physically stick tank immediately prior to fuel delivery. The tank truck driver will usually do this, but an ODNR employee must be present to verify the beginning and ending stick readings. Inches must be verified and recorded in both inches and gallons on the Load Ticket/printed meter ticket and/or Bill of Lading.
  - Fuel to tank Calibration; The stick and accompanying chart must be calibrated to the specific tank to accurately convert inches to gallons. If not, inaccurate readings will result and overfilling may occur. Make sure the stick is in good condition and numbers are legible.
  - ATG: Take fuel level readings from the ATG, however, when filling the fuel storage tank, a stick reading must be made to verify existing fuel quantities.

NOTE: Make sure that the stick is in good condition and the numbers are legible. Don't bounce the stick off the bottom of the tank. Remove it quickly once it gently touches the bottom of the tank. Measurement must be taken through the same opening every time and record fuel levels to the nearest 1/8 inch.

3. An ODNR employee must be present at all times during the filling operation.
4. The fuel storage tank must be stuck before and after the fuel delivery is completed. The fuel stick reading must be recorded in both inches and gallons on the Load Ticket/printed meter ticket or Bill of Lading.
5. The Load Ticket/printed meter ticket or Bill of Lading will be signed only after the fueling is completed and the amount of fuel received, is compared to the amount specified on the printed meter ticket. There should be no discrepancies.
6. When recording the date and time of fuel delivery, "**FILL UP**" should be recorded in the "**Lic# Equip ID**" column of the form, the total number of gallons of fuel received listed in the "**Gallons**" column, and the receiving employee's name in the "**Driver**" column.
7. If a discrepancy is found, please contact your Park/Site Manager or Division Fleet Coordinator.

### III. RESPONSIBILITIES:

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	A. To process violations of the policy according to the disciplinary process and grid.
Office of General Services - Fleet Management	A. To annually review policies for applicability and updates. B. To ensure that fuel tanks are entered into Fleet Ohio. C. Receive and maintain copies of inspection certificates issued by the Office of the State Fire Marshall (provided by Division).
ODNR Division/Office Supervisors and Managers	A. Consistently and appropriately monitor workforce to ensure compliance with policy. B. Initiate a request to ODNR Human Resources for disciplinary action as soon as they are aware of any policy violation. C. Proactively communicate questions, concerns and issues to the appropriate contact listed below. D. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion. E. Comply with the DAS monthly fleet reporting requirements. F. To arrange for regular periodic inspections by the Office of the State Fire Marshall and submit copies of certificates to Central Fleet.
Employee	A. Read and comply with policy. B. Proactively communicate questions, concerns and issues to the appropriate contact listed below. C. Complete all associated policy training in a timely fashion.

### IV. CONTACTS:

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources/Labor Relations	(614) 265-6981	<a href="mailto:Policy.Coordinator@dnr.state.oh.us">Policy.Coordinator@dnr.state.oh.us</a>
General Services	Office of General Services	(614) 265-6676	<a href="#">General Services</a>

**Related Department Forms:**

- Monthly Fuel Log
- Monthly (AST) Above Ground Storage Tank Inspection Sheet

### Monthly Fuel Tank Log

Tank Name: \_\_\_\_\_

Tank ID#: \_\_\_\_\_

Fuel Type: \_\_\_\_\_

	Date	Time	Lic# / Equip ID	Odometer	Gallons	Meter	Driver
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Total Gallons:

Beginning Measurement <small>Inches/Gallons</small>	Gallons Received	Gallons Dispensed	Calculated Ending Gallons
<b>+</b>	<b>-</b>	<b>=</b>	



Date Entered in FleetOhio: \_\_\_\_\_

