



FACILITIES MANAGEMENT DEPARTMENT

POLICY: I: 07—Inventory Procedure for Consumable Fuel
PROCEDURE REVIEW: Annually

DATED: March 1996
UPDATED: September 2017

APPROVED: Executive Director of Facilities and Construction: _____

I. PURPOSE

To establish a written procedure to provide guidelines for measuring and recording consumable inventory of fuel oil used for heating facilities and fuel used in state-owned vehicles.

II. DEFINITIONS

A. Underground storage tank (UST) - fuel oil, diesel fuel, or gasoline storage tank that is partially or completely underground.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Responsible for overall administration of procedure.
- B. Directors, Assistant Directors, Transportation Manager - Responsible for ensuring proper monitoring of fuel consumption in accordance with UST guidelines.
- C. Engineering Manager - Responsible for ensuring that all reports of leakage are evaluated in accordance with UST guidelines.
- D. Oil Burner, Power Plant, and Transportation Manager - Responsible for monitoring fuel consumption, delivery, leakage, and preparing required reports.
- E. Accounting Manager - Responsible for fiscal year-end consumable inventory reports for: JMU Audit, Management Review Services, and Accounting and Reporting.

IV. PROCEDURE

- A. Fuel Oils #2 and #4
 - 1. Oil burner mechanics and boiler operators shall read fuel tank level meters, measure fuel in tanks, and report volumes on a monthly basis to the Facilities Management fiscal technician senior. This report shall contain the following:

- a. The location of the fuel tanks.
 - b. Gallons stored.
 - c. Gallons delivered.
 - d. Gallons consumed.
 - e. UST leakage testing results.
 - f. Sample test data, if available.
2. The Power Plant mechanics shall report any evidence of underground leakage to the Engineering Manager for evaluation and corrective action in accordance with UST regulations.
 3. Ordering for fuel oils are the responsibility of the Power Plant Manager.

B. Gasoline and Diesel Fuel:

1. Storage of bulk gasoline and diesel fuel used in vehicles is monitored via a computerized system located in the transportation office. The Transportation Manager shall use this system to provide weekly reports similar to paragraph IV.A. Above. Fuel levels are read daily and documented in the N-Drive/Motorpool/Fuel Ordering under the month. Fuel Audits are done each Monday with Veeder-Root, gauge and stick readings and documented in the N/Drive/Motorpool/Fuel Ordering under Audits.
2. Tank Capacity:

a. Grace Street Garage - Gasoline	10,000 Gallons
b. Grace Street Garage – Diesel	2,000 Gallons
c. South Main Transportation - Gasoline	3,000 Gallons
d. South Main Transportation - Diesel	1,000 Gallons
e. South Main Landscaping – Gasoline	500 Gallons
f. South Main Landscaping – Diesel	500 Gallons
3. Refueling Checkpoints:
 - a. Grace Street Garage - Gasoline: Place order when you order for South Main gasoline. Overfill protection limits tank capacity to 9,000 gallons.
 - b. Grace Street Garage - Diesel: Place order for 1,000 gallons when fuel level drops below 800 gallons. Overfill protection limits tank capacity to 1,800 gallons.
 - c. South Main Transportation - Gasoline: Order 2,000 gallons when tank shows less

than 18 inches; at the same time, place order for whatever gasoline Grace Street tank will hold.

- d. South Main Transportation - Diesel: Order 600 gallons when fuel levels drops below 400 gallons.
- e. South Main Landscaping - Gasoline: When level drops below 200 Gallons, order 300 Gallons.
- f. South Main Landscaping - Diesel: When level drops below 200 Gallons, order 300 Gallons.

C. Natural Gas and Propane (bottled gas):

- 1. Purchases of natural gas and propane are tracked by the Assistant Director, Transportation Manager, FM Admin. Analyst, Power Plant Manager and the Accounting Manager.
- 2. Tank Capacity:
 - a. South Main Transportation – Propane: 1,000 Gallons
 - b. Grace Street Garage – Natural Gas: Natural gas throughout campus is tied into the gas company main transition lines. Our current pumping station for vehicle fueling is out of service.
- 3. Refueling Checkpoints:
 - a. South Main Transportation - Propane: When level drops below 400 gallons, call for fill-up.

