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

DATED: March 1996  
UPDATED: December 2019

APPROVED: Executive Director of Facilities and Construction: *R. Fletch*

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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 implementation of this procedure.
- B. Directors, Assistant Directors, Transportation Manager - Responsible for ensuring proper monitoring of fuel consumption in accordance with UST guidelines.
- C. Director of Engineering and Construction - Responsible for ensuring 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. Budget Manager - Responsible for fiscal year-end consumable inventory reports.

IV. PROCEDURE

A. Fuel Oils #2 and #4

Oil burner technicians and boiler operators shall read fuel tank level meters, measure fuel in tanks, and report volumes on a monthly basis. Information for reporting will include the following:

- a. Location of the fuel tank(s)
- b. Gallons stored

- c. Gallons delivered
  - d. Gallons consumed
  - e. UST leakage testing results
  - f. Sample test data, if available
1. Power Plant mechanics shall report any evidence of underground leakage to the Director of Engineering and Construction for evaluation and corrective action in accordance with UST regulations.
  2. The Power Plant manager is responsible for ordering fuel oils for facilities. The Transportation manager is responsible for ordering fuel for vehicles.

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. Fuel levels are read daily and documented in the shared Motorpool folder. Fuel Audits are performed each Monday with Veeder-Root, gauge and stick readings and documented in the shared Motorpool folder as well.
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 with 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 Grace Street gasoline tank.

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

C. Natural Gas and Propane (bottled gas):

- 1. Purchases of natural gas and propane are tracked by the Energy and Utilities FM Administrative Analyst, Power Plant Manager and the Budget Manager.
- 2. Tank Capacity:
  - a. South Main Transportation – Propane: 1,000 Gallons
- 3. Refueling Checkpoints:
  - a. South Main Transportation - Propane: Set up for automatic delivery.