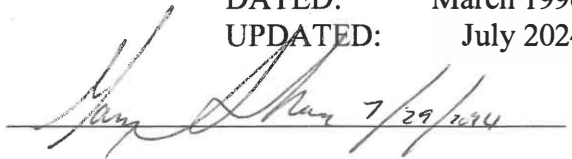




POLICY: I: 07—Inventory Procedure for Consumable Fuel  
PROCEDURE REVIEW: Annually

DATED: March 1996  
UPDATED: July 2024

APPROVED: Executive Director of Facilities and Construction:



7/29/2024

I. PURPOSE

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) – A fuel oil, diesel fuel, or gasoline storage tank that is partially or completely underground.
- B. Aboveground Storage Tank (AST) – A large container usually made of metal and resting on top of the ground, designed to hold a number of different liquid or gas substances.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Responsible for overall implementation of this procedure.
- B. 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 technicians 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 for reporting purposes. Fuel levels are read daily and documented in the shared motor pool folder. Fuel audits are performed each Monday with Veeder-Root, gauge and stick readings and documented in the shared motor pool folder as well. Never fill tanks above 90% capacity.
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. Chesapeake Landscaping – Gasoline	500 gallons
f. Chesapeake Landscaping – Diesel	500 gallons
g. ECPP Landscaping – Gasoline	500 gallons
h. ECPP 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 500 gallons when fuel levels drops below 400 gallons.
  - e. Chesapeake Landscaping - Gasoline: Order 250 gallons when level drops below 200 gallons.

- f. Chesapeake Main Landscaping - Diesel: Order 250 gallons when level drops below 200 gallons.
- g. ECPP Landscaping - Gas Gasoline: Order 250 gallons when level drops below 200 gallons.
- h. ECPP Landscaping – Diesel: Order 250 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 Budget Manager.
- 2. Tank Capacity:
  - a. South Main (Alternative Fuel) – Propane: (4) 120 gallon tanks
  - b. Alumnae Hall – Propane: 120 Gallons
  - c. Oak Hill Drive (Oakview) – Propane: 500 gallons
  - d. South Main (Recycling) – Propane: (3) 420 gallon tanks
  - e. Arboretum Greenhouse – Propane: 150 gallon
  - f. Memorial Hall Metal Bldg. – Propane: (2) 1000 gallon Tanks
  - g. Memorial Hall Greenhouse – Propane: 325 gallon
- 3. Refueling Checkpoints:
  - a. Propane Tanks: Set up for automatic delivery.

