


Florida Fish and Wildlife Conservation Commission
Internal Management Policies and Procedures (IMPP)

	TITLE	IMPP
	Bulk Fuel Use	5.12
		EFFECTIVE DATE
		03/31/2016
	APPLICABILITY	RESCINDS/AMENDS
	ALL MEMBERS	10/06/2003

REFERENCES:
 AUTHORITY: EXECUTIVE DIRECTOR

1 POLICY

A This policy establishes the requirements for managing and using the Commission's bulk fuel storage tanks for State business

- Contents:
- 5.12.1 Definitions
 - 5.12.2 Fuel Tank Custodian
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2 PROCEDURES

5.12.1 Definitions

- A. Bulk Fuel Tank** - A storage tank that contains regulated substances such as gasoline and diesel with a capacity of 100 or more gallons.
- B. Dispensing Meter** - A device to measure total volume of fuel dispensed.
- C. Fleet Administrator** - The person responsible for overseeing, managing and assisting with all fleet activities within the Commission; this position is housed within the Finance and Budget Office (FBO), General Services Section.
- D. Fuel Tank Custodian** - The employee assigned the task of ensuring that the assigned bulk fuel tank(s) is managed and used in accordance with the Commission's policy and procedure for Bulk Fuel Use.
- E. Monthly Bulk Fuel Log** - A log to manually document bulk fuel transactions associated with fuel dispensed for equipment, vehicles or other fuel storage devices.
- F. Physical Controls** - Specific measures to control access to bulk fuel tanks.

5.12.2 Fuel Tank Custodian

- A. Each bulk fuel storage tank will have a Fuel Tank Custodian assigned by the appropriate Section Leader or their designee. In the event an assigned Fuel Tank Custodian is unable to fulfill their responsibilities; those duties will pass to the Fuel Tank Custodian's immediate supervisor and follow the chain of command if necessary.
- B. All fuel dispensed from bulk storage fuel tanks shall be accounted for by the employee who is assigned as the Fuel Tank Custodian.
- C. The Fuel Tank Custodian will ensure that the established physical controls for each bulk fuel storage tank are followed at all times.
- D. The Fuel Tank Custodian will ensure that each bulk fuel tank(s) used to dispense fuel is equipped with a dispensing meter device that measures fuel dispensed.
- E. The Fuel Tank Custodian will maintain a Monthly Bulk Fuel Log at each bulk fuel storage tank. The log will be updated each time fuel is dispensed.
- F. A monthly inspection will be conducted by the Fuel Tank Custodian to ensure all tank parts, vents and security devices are operational.
- G. The Fuel Tank Custodian will measure bulk fuel storage tank levels monthly on a running total inventory. The measurement will be obtained from a metering device or dipstick. The measurement will be recorded on the Monthly Bulk Fuel Log. Any loss greater than 1% of the tank capacity will be reported to the appropriate Section Leader or designee.
- H. The Fuel Tank Custodian will ensure that a Commission staff member is present when tanks are filled. The pre-fill level and post-level will be recorded on the running total inventory on the Monthly Bulk Fuel Log under the "Total Tank Gallons" column.

5.12.13 Procedure

- A. All information required on the Monthly Bulk Fuel Log shall be obtained for each withdrawal of fuel. If the equipment is being filled does not have an odometer, list the hours if available. Fuel withdrawal for vehicles and equipment tracked in FLEET shall be recorded as follows:
 - 1. Enter the day of the month under the "Date" column.
 - 2. Enter the equipment/vehicle number in the "Equipment #" column.
 - 3. Enter the equipment's miles or hours.
 - 4. Enter the number of gallons withdrawn under "Gallons Dispensed".
 - 5. Update the "Total Tank Gallons" column.
 - 6. Print the user's name under "Name of User".
 - 7. Record comments under "Comments" column, if appropriate.
- B. Fuel withdrawal for fuel storage devices (i.e. fuel cans), equipment or devices with no property number, and/or equipment that is not tracked within FLEET, shall be recorded as follows:
 - 1. Enter the day of the month under the "Date" column.
 - 2. Enter the Equipment/Property number or type of fuel storage device used in the withdrawal in the "Equipment #" column (i.e. "5 gallon fuel can, weed eater, chainsaw, etc.").
 - 3. Enter the number of gallons withdrawn under "Gallons Dispensed".
 - 4. Update the "Total Tank Gallons" column.
 - 5. Print the user's name under "Name of User".
 - 6. Record the purpose of the fuel withdrawal under "Comments" column (i.e. Controlled burn Aucilla WMA).

- C. When the bulk fuel tank is refilled, enter the following on the Monthly Bulk Fuel Log:
1. Enter the day of the month under the "Date" column.
 2. Enter "Fuel Received" in the "Equipment #" column.
 3. Enter the number of gallons received under "Bulk Refill Gallons" column.
 4. Update the "Total Tank Gallons" column.
 5. Print the name of the employee who received the delivery of fuel under "Name of User".
 6. Enter the purchase order number and name of the contracted vendor in the "Comments" column.
- D. A copy of the Monthly Bulk Fuel Log shall be submitted with the purchase order request and sent to the person responsible for the procurement of the bulk fuel as supporting documentation for each request to replenish fuel in a bulk storage tank. The Monthly Bulk Fuel Log must include all information, Monthly Ending Fuel Measurement, and be totaled before attaching to the request for purchase.
- E. WEX employee cards used to replenish bulk fuel tanks shall be noted on the Monthly Employee Card Log and a copy attached to the Monthly Bulk Fuel Log.
- F. All Monthly Bulk Fuel Logs shall be scanned and posted to SharePoint (<https://fwcc.sharepoint.com/sites/property/fuel/Lists/BulkFuel1/AllItems.aspx>)
- G. The scanned logs become the official record and fulfills the record retention requirement.

5.12.4 Security

- A. All bulk fuel storage tanks will be stored or housed behind at least one lockable gate when feasible. Gates will be locked at all times when a FWC employee is not present. Mobile tanks will be disabled or secured appropriately to ensure unauthorized dispensing does not occur when not in operation (i.e. padlocked).
- B. All bulk fuel storage tanks will be equipped with a lock(s) that prohibits the dispensing of fuel by unauthorized persons. It is the responsibility of each Fuel Tank Custodian to ensure locks are maintained and combination codes or keys are periodically changed.
- C. Electricity to fuel pumps must be disconnected during off hours and at night. Pumping systems operated by 12-volt battery systems are exempt.

5.12.5 Inspections

- A. All tanks over 550 gallons are required to be registered with the Department of Environmental Protection and have a FWC Monthly Inspection Form completed for documentation. An inspection from an approved third party vendor is required annually to ensure compliance with standards described in Chapter 62-762 F.A.C.
- B. All tanks should have a FWC Monthly Inspection Form completed regardless of size.

5.12.6 Emergency Actions

- A. In the event of a release of fuel from a bulk fuel storage tank the following shall be required:
1. Take all appropriate immediate actions to protect human health and the environment including, but not limited to, emergency containment measures. All releases as described below for Petroleum Based Spills will be reported to the Section Leader or designee
 - a. Petroleum Based Spills – **Call the State Watch Office at 1-800-320-0519**
 - i. Spills into or involving state waterways (any amount)
 - ii. Spills greater than 25 gallons (or potential >25 gallons)
 - iii. Spills requiring any state/federal notifications or assistance
 2. Take further clean up actions as may be required by federal, state or local officials, or corrective actions so that the released material or substance and related contaminated materials no longer present a hazard to human health or the environment.

5.12.7 Review

- A. The General Service Section FLEET Administrator will maintain a list for bulk fuel storage tanks and the assigned Fuel Tank Custodians for the Commission.
1. The Fuel Custodian will notify the FLEET Administrator of any additions, deletions or modifications to tanks and/or custodianship immediately.
- B. The FLEET Administrator will conduct reviews of the Monthly Bulk Fuel Logs from a selected sample each quarter.
- C. Results from the review conducted by the FLEET Administrator will be provided to the appropriate Section Leader of their designee.

3 FORMS

FORM NUMBER	FORM TITLE
	FWC Monthly Inspection Form
	FWC Monthly Bulk Fuel Log

Approved: **Eric Sutton**
Executive Director or Designee

Date: **March 31, 2016**

History: Est.: 10/06/2003; Revised: 03/31/2016



FWC MONTHLY INSPECTION FORM

Location: _____ Tank Custodian: _____ Date: _____

- 1) Is the tank unstable or on an uneven foundation?
YES _____ NO _____
 - 2) Do you see rust, weeps, wet spots, or excessive dents on the tank's surface?
YES _____ NO _____
 - 3) Are there any threats of debris (i.e. limbs, ice, etc.) falling on the tank?
YES _____ NO _____
 - 4) Are there any signs of the tank's vent being clogged or blocked by debris?
YES _____ NO _____
 - 5) Are there any signs of spills around the fill pipe?
YES _____ NO _____
 - 6) Is the tank's gauge cracked, stuck, or frozen
YES _____ NO _____
 - 7) Do hanging hoses and nozzles have any tears, rips and/or leaking?
YES _____ NO _____
- If any of your answers to this checklist are **YES**, please report to your supervisor or Section Leader and ensure corrective measures are implemented.

**The employee who completed the inspection shall sign below*

Employee Name (Print): _____ Signature: _____



FWC Monthly Bulk Fuel Log

Location of Bulk Fuel Tank: _____

Fuel Type: _____

Month/Year: _____

Monthly Beginning Fuel Measurement: Gallons: _____

Date: _____

Monthly Ending Fuel Measurement: Gallons: _____

Date: _____

Date (Day)	Equipment #	Miles/Hrs	Gallons Dispensed	Bulk Refill Gallons	Total Tank Gallons	Name of User (Print)	Comments
GRAND TOTALS:							