

**CHAPTER 5**  
**FUEL DISPENSING FACILITIES**  
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## CHAPTER 5

### FUEL DISPENSING FACILITIES

1. GENERAL. The purpose of this chapter is to outline areas of responsibility, procedures, and guidelines for operation of California Highway Patrol (CHP) fuel dispensing facilities. Reporting requirements for commands without these facilities are also included to complete an information base for budgeting purposes.
  
2. RESPONSIBILITIES.
  - a. Construction and Maintenance. Facilities Section (FS) is the Office of Primary Interest for coordinating the replacement and maintenance of, and the repairs to, the Department's fuel delivery systems.
  
  - b. Permits, Licenses, and Certificates. Various state and local authorities require initial or periodic permits, licenses, and certifications. The FS Fuel Maintenance Program Analyst maintains this information in a database for each office; however, each command should be aware of these requirements. Immediately upon receipt of an invoice for any of the above, the invoice must be forwarded to the FS Fuel Maintenance Program Analyst for payment approval and processing.
  
  - c. Fuel and Lubricating Standards. Fleet Operations Section shall determine the proper grade of gasoline and engine oil to be used in departmental vehicles.
  
  - d. Accounting and Control. Purchasing Services Unit (PSU) is responsible for procedures concerning acquisition of gasoline and engine oil, payment of vendors, and assisting commands with record keeping.
  
  - e. Operations. The operation of the fuel dispensing facility is the responsibility of the Area commander. The commander shall ensure gasoline and engine oil are dispensed and accounted for, safety procedures are being followed, equipment and facilities are being maintained, and equipment is operating properly.
  
  - f. Fuel Source. Area commanders shall ensure there is a ready source of fuel for daily fleet operations. In the event a command does not have a fuel delivery system or it becomes inoperable, another source of fuel shall be identified by the Area commander. Use of the fuel credit card as a primary or alternate fuel source is not authorized. Commanders shall identify fuel sources as part of the command's Emergency Action Plan in accordance with Highway Patrol Manual 50.1, Emergency Incident Management Planning and Operations Manual. Business Services Section will provide assistance, upon request, in developing

necessary contracts, Memorandums of Understanding, or other agreements with state or allied agencies who agree to serve as a fuel source. Alternate fuel sources shall normally be limited to the following:

- (1) Adjacent CHP commands.
- (2) Other state agencies.
- (3) Local allied agencies.

### 3. OPERATIONAL PROCEDURES.

a. Standard Operating Procedures. Commands with fuel delivery systems shall develop fuel dispensing facility standard operating procedures (SOP) with the assistance of FS. The SOP shall include safety and general operation guidelines and assure compliance with the requirements for ordering, receiving, dispensing, inventorying, and accounting for gasoline and engine oil.

b. Ordering Gasoline.

(1) The Department of General Services, Procurement Division, establishes a statewide contract for unleaded gasoline. This contract will be specified to meet the 87 octane rating as required by most vehicle manufacturers.

(2) Each command with a fuel delivery system will be issued a purchase order number to purchase gasoline. This purchase order will remain unchanged during each fiscal year.

(3) When a command has reached the minimum requirement to order gasoline, the appropriate supplier as identified by the state contract shall be contacted. Commanders shall ensure that a minimum gasoline order be requested, which is 500 gallons for both underground or aboveground storage tanks.

(4) The supplier will request the command's assigned purchase order number, and the delivery shall occur within the time frame set by the terms of the contract.

NOTE: Gasoline volatility is measured in terms of Reid Vapor Pressure (RVP) expressed in pounds per square inch (p.s.i.). Cold winter weather requires a more volatile fuel to start a vehicle than hot summer weather. State law sets volatility. Summer fuel must meet a 9 p.s.i. requirement while in January the fuel may have an RVP of 10.5 to 11 p.s.i. A smaller fueling location accepting a full load of winter fuel in March may experience a "vapor lock" problem in hot

weather. Commands should review springtime gasoline deliveries to ensure that winter fuel is not used during the summer months.

(5) For testing purposes, the tank fuel level should be no less than 25 percent and no more than 70 percent of capacity. No fuel delivery should be received within 24 hours of a fuel tank test.

(6) During normal delivery hours of 0800 to 1700, and immediately upon arrival, the contractor's truck shall be admitted to the delivery site without delay. If the contractor attempts to deliver fuel to a site and the contractor is detained for reasons caused by the ordering agency (i.e., locked gates, unavailable receiving personnel), the contractor shall be entitled to a demurrage fee. Demurrage fees shall be invoiced separately and supported by appropriate documentation (i.e., delivery logs, contact names). The demurrage fee invoice must accompany the fuel invoice for payment. The fee shall not exceed \$2.50 per minute and \$150.00 per delivery.

c. Receiving Gasoline. The command will monitor delivery of fuel to ensure the driver does not damage the poppet valve on the fill or vapor drop tubes when hooking up and disconnecting hoses. When receiving a gasoline shipment, the command shall utilize the gasoline monitoring system to confirm gallons received.

d. Delivery Discrepancies. In the event of a discrepancy in the quantity of gasoline delivered, the vendor is to be notified immediately and the discrepancy resolved. Any discrepancy over 500 gallons shall be reported to PSU.

e. Delivery Invoices. Upon delivery, the driver will provide a delivery receipt. This receipt shall be held until an invoice from the supplier is received. The invoice will be in triplicate: the original and a copy shall be approved and forwarded to the Fiscal Management Section for payment; the second copy shall be kept at the command.

f. Service to Assigned Vehicles. Use of gasoline will be recorded in accordance with the procedures outlined in paragraph 4. below.

#### 4. ACCOUNTABILITY AND CONTROL.

a. Transaction Control. Commands with fuel delivery systems shall be responsible for maintaining a control system which includes a daily record of each transaction for vehicles in the command.

b. Inventory Responsibilities. The commander shall be responsible for completion and accuracy of inventory reconciliations, as mandated by the

Department. Inventory requirements shall be completed on a daily and monthly reporting basis.

(1) Daily Inventory Requirements. Each command with a fuel delivery system shall maintain a daily record of the gasoline dispensed to all vehicles. Those commands requiring more information than contained in the CHP 33D, Daily Gasoline Inventory, may use a locally generated form.

(2) Monthly Inventory Requirements. Each command with a fuel delivery system shall maintain a monthly gasoline summary throughput. The summary can consist of the electronically generated tapes for facilities with the capability or the CHP 33F, Monthly Gasoline Inventory. This monthly summary is for local evaluation and shall not be forwarded to headquarters unless instructed to do so. Throughput information may be required by local agencies.

c. Records Retention. All gasoline records shall be retained for the life of the facility and the storage tank, or in accordance with the county requirements where the fuel storage tank resides, whichever is greater. These records include daily and monthly logs, either manually or electronically generated, and any maintenance repairs or annual test results to any part of the fuel delivery system.

## 5. OPERATIONAL GUIDELINES.

a. Safety. The following safety guidelines shall be incorporated into a command's SOP.

- (1) No smoking or open flame within 25 feet of the fuel delivery system.
- (2) When refueling, turn the engine off before removing the fuel tank filler cap.
- (3) Do not top-off fuel. Excessive fuel remaining in the hose can render the nozzle inoperable.
- (4) Clean up oil spills promptly with wiping rags or paper towels and apply absorbent material.
- (5) Maintain a serviceable fire extinguisher near the fuel delivery system.
- (6) No storage of any combustibles (e.g., fuses, oil) within 50 feet of fuel dispensers or tank.
- (7) Remove oily cans, rags, and trash. Store in proper containers.

(8) Inspect dispenser hoses and nozzles daily. Defective dispenser hoses and nozzles shall be repaired immediately.

(9) Wash gasoline or volatile solvents from skin promptly. Change clothing if necessary.

(10) No use of cellular telephone within 25 feet of the fuel delivery system.

(11) Each fueling station shall have a spill kit readily available and in a conspicuous place.

b. General Operations. The following special items are to be considered in the operation of the fuel dispensing facility:

(1) Plumbing Leaks. The gasoline dispenser, the water and air wells, and the paved areas adjacent to the fuel delivery system should be inspected daily to locate any leaks. Any discrepancies should be brought to the immediate attention of FS. This also includes the breakaway hose/nozzle connectors now in use by the Department.

(2) Water in Fuel. The FS should be notified any time water is detected in fuel storage tanks. Commands that have automated water detection systems are notified by an alarm on the detection system. Tanks without an automated water detection system must be tested at least annually. To detect the presence of water, a thin coating of water-finding paste is applied to the bottom eight inches of one side of the dipstick, which is then lowered to the bottom of the tank. Remove the dipstick and inspect the paste smear; it will be discolored if water is present. If any water has accumulated, the tank must be pumped.

(3) Tank Testing. All annual testing for aboveground and underground fuel tanks is the responsibility of FS. Contracts for testing will be sent to each command every three years.

(4) Security. The gasoline dispenser and all lockable fill pipes shall be locked when not in use.

(5) Facility Repair Due to Damage. Damage to a fuel delivery system or component shall be reported to FS immediately.

(a) If the damage is determined to be the fault of the employee, the Area or Division shall be responsible for initiating the X number request through their Division X Number coordinator.

(b) If the damage is determined to be caused by a deficiency in the fuel delivery system or component causing the incident, FS will be responsible for funding the repairs.

(c) If the damage is determined to be caused by a vendor or civilian, the Area office, with concurrence from their Division, can seek reimbursement from the responsible party and/or their insurance company. The FS would not be responsible for funding the repairs.

(6) Damage and Requests for Repair. In case of damage to fuel dispensers, hoses, or other support equipment, notify FS as soon as possible for assistance in completing the necessary repairs. Repairs will fall into one of two categories:

(a) Emergency. An emergency is defined by Public Contract Code, Section 1102, as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.” Should an emergency occurrence arise, the command shall request an emergency X Number. After obtaining approval, the command shall contact the vendor and the repairs should begin within 48 hours from approval. All X Number paperwork, including the invoice from the vendor, should be submitted to FS within 30 days. Examples of “emergency” X Number requests include, but are not limited to:

- 1 The alarm is triggered on the Veeder-Root Monitoring System.
- 2 The alarm is triggered by the Healy Monitoring System.
- 3 Vehicle drive off where fuel is leaking from the hose.
- 4 Leaking fuel from the tank.

(b) Nonemergency. Requests for repairs, not involving a hazardous material situation, are to be requested through FS utilizing the X Number process. Two quotes must be obtained from certified small businesses. If unable to locate two small businesses, then obtain three quotes from three vendors. All X Number paperwork, including the invoice from the vendor, should be submitted to FS within 30 days. Examples of nonemergency requests include, but are not limited to:

- 1 Filter replacement.
- 2 Replacement of totalizer on dispenser.

3 Repairs to equipment (i.e., vehicle drive off where fuel is not leaking).

(7) Documentation. The fuel delivery system shall be checked and logged daily. The commander or Automotive Technician should contact FS for a recommended checklist for their specific command, or go to the FS link on the CHP Intranet site to obtain the proper forms.

(8) Placards. Requests for placards and labels for the fuel system can be obtained by contacting FS.

(9) California Environmental Reporting System. The California Environmental Reporting System (CERS) is a statewide web-based system. It is managed by the California Environmental Protection Agency along with oversight by local regulatory agencies. The CHP is required to report annually and/or update their Hazardous Material Business Plan and other elements to their regulatory agencies by using CERS. To obtain the approver for an office or to sign up a new approver, please contact FS.

6. UNDERGROUND STORAGE TANK/ABOVEGROUND STORAGE TANK COMPLIANCE MANUAL. It is the responsibility of FS to produce an Underground Storage Tank (UST) and Aboveground Storage Tank (AST) compliance manual for each Area office. This manual is to be used as a desk reference and be made available to local regulatory agencies for periodic inspections. It is the Area commander's responsibility to maintain the binder and ensure that all pertinent documentation is filed.

a. Underground Storage Tank. For those Areas with an UST, the following items should be inserted into the manual:

(1) Permits for the Area UST, hazardous materials, air compressors, and propane tanks.

(2) Underground Storage Tank and hazardous materials inspections from the local fire authority.

(3) The UST annual certifications and tests.

(4) Designated operator (DO) for monthly inspections.

(5) Hazardous awareness annual training records for employees working in and around hazardous materials on the premises.

(6) Any repairs conducted to the UST.

- (7) Current Hazardous Materials Business Plans.
- (8) California Environmental Reporting System reports.
- (9) Any correspondence the Area would have from any of the lead agencies regarding the UST or hazardous materials on site.
- (10) Area Manufacturer Safety Data Sheets (MSDS) pertinent to the Area.
- (11) Area hazardous waste manifests.
- (12) Area daily inspection log for the UST.

b. Aboveground Storage Tank. For those Areas with an AST, the following items should be inserted into the manual:

- (1) Permits for the Area's AST hazardous materials, air compressors, propane tanks, and the Spill Prevention Countermeasure Containment (SPCC) Plan for the AST.
- (2) The SPCC Plan for the AST shall be available for local regulatory agencies. All inspections in the SPCC Plan shall be performed by the Area office and inserted into a manual.
- (3) Hazardous materials inspections from the local fire authorities.
- (4) Hazardous awareness annual training records for employees working in and around hazardous materials on the premises.
- (5) Current Hazardous Materials Business Plans.
- (6) Correspondence from any of the lead agencies regarding the AST or hazardous materials on site.
- (7) The MSDS pertinent to the Area.
- (8) Current hazardous waste manifests.

7. TANK INSPECTIONS. The Department contracts with a private consultant to provide monthly audits and inspections of the departmental tank program.

a. Hazardous Material Contractor. The Department's Hazardous Materials Contractor will perform audits and inspections to Area tank(s), signage and hazardous material documents. Area commanders shall forward any invoices and

copies of inspection reports to FS for review and approval. The contractor will provide a copy of the inspection report to FS for review and approval.

b. Designated Operator. The Department's DO will conduct monthly oversight inspections of USTs only. An inspection binder provided by the DO contractor is to be made available for the regulatory agencies. The binder shall contain all completed inspection forms filled out by the DO.

c. Miscellaneous. Any additional audits, tests, or certifications conducted by the local authorities or departmental contractor shall be brought to the attention of the facilities coordinator as soon as they are known. Previous problems identified during these random audits, tests, or certifications have included:

- (1) Documents have been found missing from the Area's binder.
- (2) Permits have not been posted in the appropriate area.
- (3) Uncertainty as to who is responsible for tanks versus Hazardous Materials Business Plans.
- (4) The MSDS are not kept together.
- (5) Hazardous materials are improperly stored.
- (6) Daily inspections of the tanks and their components are not conducted.
- (7) Liquid and debris are found in the sumps and fill areas.
- (8) Proper signage for the tanks and hazardous materials are not posted.
- (9) Hazardous awareness annual training records for employees are not current or properly maintained.
- (10) Failing to provide the SPCC Plan to local regulatory agencies upon inspection.

8. TANK EMERGENCY PROCEDURES. In the event of an earthquake (4.0 and above), all offices within a 50-mile radius of the epicenter must inspect the lines, tanks, and monitoring systems for possible leaks or damage. If the facility is being evacuated due to fire, civil disobedience, or acts of nature, FS shall be notified and commanders shall begin shutting down and securing the fueling system.

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