

# Borough of Pitman

## Vehicle Fueling, Vehicle Maintenance, and Good Housekeeping

### Standard Operating Procedures:

#### **I. Introduction and Purpose**

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

#### **II. Scope**

These procedures are to be implemented at the Public Works maintenance yard, 599 Elwood Ave.

#### **III. Standards and Specifications (for vehicle and equipment fueling)**

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be “topped off.”
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the Facilities area.

#### **IV. Standards and Specifications (for bulk fueling)**

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

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#### **V. Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact EJIF Emergency Hotline
- In the event of an environmental emergency, please initiate emergency phone calls in the following order:
  - Contact the local HAZMAT Response Team for your area by calling 911.
  - If a spill impacts soil, water or groundwater, contact the NJDEP within 15 minutes of detection at 1-877-WARN DEP (927-6337).
  - Call Birdsall Services Group using the Emergency Hotline: 1-800-289-6681 and leave a message. A BSG representative will return your call, generally within 15 minutes.
  - Take names of all involved personnel and third parties and, if possible, take photographs of any suspicious situations or potential causes of the spill.

#### **VI. Maintenance and Inspection**

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.
- Any equipment, tanks, pumps, piping and fuel dispensing

#### **VII. Vehicle Maintenance**

- Perform all vehicle and equipment maintenance at an indoor location with a paved floor whenever possible. For projects that must be performed outdoors that last more than one day, portable tents or covers must be placed over the equipment being serviced when not being worked on, and drip pans must be used.

#### **VIII. General Good Housekeeping**

- Properly mark or label all containers. Labels must be kept clean and visible. All containers must be kept. Clean and visible. All containers must be kept in good condition and tightly closed when not in use. When practical, containers must be stored indoors. If indoor storage is not practical, containers may be stored outside as long as they are covered and place on spill platforms. An area that is graded and/or bermed that prevents run-through of

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stormwater may be used in place of spill platforms. Outdoor storage locations must be regularly maintained

- Conduct cleanups of any spills or liquids or dry materials immediately after discovery. Clean all maintenance areas with dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (ie: kitty litter, sawdust, etc. properly. Clean up materials, spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.