

FACILITIES & PLANNING SERVICES (F&PS)

Fuel Pump Usage Procedure and Safety Tips

Effective Date: October 19, 2020



Purpose: Guideline for fueling up university-owned vehicles at the F&PS fuel pump.

Procedure:

1. To use the department fuel pump to fill university-owned vehicles (cars, trucks, golf carts and/or yard equipment), check in with the front desk personnel at F&PS Maintenance & Operations office (Building 16).
2. Office hours are Monday – Friday, 8am – 5pm, not including holidays. Fuel is **not available** after hours (except for F&PS after-hours staff and Department of Safety Services staff).
3. Request access to the fuel pump and make sure the safety switch is turned on (this will provide the pump power to operate).
4. Complete the Fuel Log sheet – providing all requested information available.
5. At the pump, after removing the dispenser handle from the nozzle dock, push the lever to the right to start the motor.
6. When fuel dispensing is complete, push the lever to the left to stop the motor and re-install the dispenser handle into the nozzle dock.
7. Update the Fuel Log sheet with the gallons dispensed, to the tenth of a gallon (for example, 5.6 gallons), as indicated on the dispenser meter.
8. All gallons used each month are logged according to department, and that department is then charged a reimbursement fee based on the cost of the fuel.
9. Improperly logging, or failing to log, fuel dispenses may result in loss of permission to use the F&PS fuel pump station.

Safety Tips when Refueling:

- A. Always turn off vehicle engine while refueling.
- B. Stay near the vehicle fueling point during the process.
- C. Never smoke, light matches or use lighters while refueling.
- D. Cellular phones and other electronic devices may have the potential to emit electrical charge and should therefore be left in the vehicle during refueling.

- E. DO NOT get back into your vehicle during refueling. If you must re-enter your vehicle, discharge the static electricity buildup when you get out by touching the outside metal portion of your vehicle, away from the filling point, before attempting to remove the nozzle.
- F. To avoid gasoline spills, DO NOT overfill or top off the tank.
- G. If a flash fire occurs during refueling, you should leave the nozzle in the vehicle fill pipe and back away from the vehicle. Notify the front desk (or any F&PS) personnel so that the pump can be shut down with emergency controls. If no one is available, turn off the pump at the emergency shut-off switch located in the front office.

Any procedure other than this will not be honored.

Questions? Call F&PS @ x4360