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## FUEL AND LUBRICANT CONTROL MANUAL

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RESPONSIBILITY AND GENERAL PROCEDURES PERTAINING TO ALL FUELS  
& LUBRICANTS

POLICY AND ADMINISTRATIVE PROCEDURE # 93-02  
The City of New York - Department of Sanitation

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Effective Date: October 1, 1993

Subject: FUEL AND LUBRICANT CONTROL MANUAL

Affected Directives: Rescinds Policy and Administrative Procedure #16;  
Fuel and Lubricant Control Manual dated  
October 1, 1980;

Rescinds Policy and Administrative Procedure 89-01;  
Motor/Fuel/Lubricant Dispensing Forms 1713 and 1713A  
dated February 15, 1989

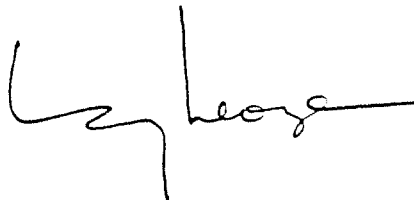
Effective midnight, October 1, 1993, all General Orders, Special Notices, Notices, Operation Orders, Memorandums and Teletype Orders or other directives relative to the following fuel and lubricant procedures are hereby rescinded:

- I. Responsibility
- II. Security
- III. Procedures In Emergencies
- IV. Energy Conservation
- V. Fuel Control & Stores
- VI. Deliveries
- VII. Dispensing
- VIII. Transportation
- IX. Fuel Pump Operator
- X. Huffman Test
- XI. Fuel Variances
- XII. Location Floor Plan

Effective midnight, October 1, 1993, the procedures outlined in this manual are hereby established and will be in effect until rescinded or amended.

Cancellation: This order shall remain in effect until it is cancelled.

Issuing Authority:

 Emily Lloyd  
Commissioner

Distribution: All Management Personnel  
All Field Locations



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    D.S. 23BS3 (REV. 11/78) DEPARTMENT OF GENERAL SERVICES RECEIVING REPORT





# POLICY AND ADMINISTRATIVE PROCEDURE # 93-02

## I. RESPONSIBILITY

District Superintendents, Location Supervisors and the supervisor in charge of a particular shift at a department location where Fuel and Lubricants are delivered, stored or dispensed, will be held strictly responsible for the enforcement of all procedures governing the receipt, use, inspection, security and records pertaining to Fuel and Lubricants and the enforcement of all safety regulations.

A Fuel and Lubricant Record Book (D.S. 740, Revised 10-1-93) is to be maintained and kept current at all times. The D.S. 740 contains 190 pages and will be used for a six month period (Starting April 1 and October 1). If a page must be voided, for any reason, the Supervisor will write "VOID" on the page and sign it. The voided page will be left in the book and the next page used. On a Sunday or Holiday when no items are dispensed "NO FUEL OR LUBRICANTS DISPENSED" will be entered across the page and signed by the 12/8 Supervisor on the next work day.

Entries are not to be changed, altered, erased or eradicated in any way. White-out or any other means to change original entries is prohibited. To correct errors, circle the entire box containing the error, initial it and indicate correction in the remarks column. An example of a completed D.S. 740 is located in the forms section at the rear of this P.A.P. for guidance.

After each six month D.S. 740 is completed, enter the start date and completion date on it and keep on file at the location.

The supervisors, at the conclusion of their shift, in company with the supervisor in charge of the immediately succeeding shift, shall make a physical inspection of all fuel and lubricants on hand, including totalizer readings. Entries are to be made in the Fuel and Lubricant Record and signed by both supervisors immediately after the completion of the physical inspection.

The 8-4 garage supervisor will prepare and have available for transmission to the Borough office, by 8:30 A.M. daily, the total amount of fuel on hand and the amount required for operations. The Borough command will then determine amount to be ordered, based on the capacity of location storage tanks and requirements.

Full compliance with Policy & Administrative Procedures (P.A.P.) 93-02 is required by all officers.

Supervisors will see that all safety rules and regulations governing the handling of volatile liquids are strictly adhered to. The Code of Conduct will be strictly enforced. (G.O. 88-01 Chapter 3.13 - Smoking in restricted areas).

## II. SECURITY

A. In addition to the physical inspection at the start and end of the respective shifts, all amounts of fuel and lubricants in location storage should be spot-checked at frequent intervals by all responsible supervisors during their daily tour. District Superintendents shall spot-check the storage of those supplies at interval of at least once a week, making an entry in the location's Fuel and Lubricants Book of their findings and affixing their signatures along with the signature of the location supervisor in charge at the time of inspection.

All locations shall continue to maintain in the District Operations Book, for each shift, (day and night operations), the fuel issued to each piece of equipment assigned. Where records show that excessive consumption is apparent, the location supervisor shall bring this condition to the attention of the location mechanic.

B. Garage officers and other location supervisors are responsible for strict compliance with the following measures:

- 1) Vehicle operators, while conducting a driver inspection at the start and end of each shift, shall check the fuel tank cap. If the cap is damaged or missing, the garage supervisor shall be notified immediately.
- 2) Garage or location supervisors shall spot check fuel tank caps. Where damaged or missing caps are observed, an investigation shall be made to ascertain the cause.
- 3) The parking of department employee's private cars within 50 feet of areas where fuel and lubricants are received, dispensed or stored is prohibited, unless in an authorized parking area.

C. District Superintendents and location Supervisors:

- 1) Shall make frequent inspections of all equipment. If any cans, hoses, funnels or other means of siphoning or withdrawing fuel are found, charges are to be preferred against the vehicle operator and the loader.

- 2) Upon detection of any act of siphoning or drawing of fuel, the violator, if identified, will be immediately suspended. Failure to take such action would be the basis for suspension of the officer who witnessed the violation and the initiation of disciplinary charges.
  - 3) Shall make certain only regulation fuel cans are used to transport fuels. This shall require written authorization from the location supervisor.
  - 4) Shall familiarize subordinates with General Order No. 88-01 section 5.5, Code of Conduct (Use of Department Fuel & Lubrications).
  - 5) Will ensure Sunday and Holiday, security personnel check equipment hourly and enter same in daily blotter. Particular attention shall be paid to equipment stored outdoors.
- D. Borough Snow Superintendent will check each location a minimum of once each month for compliance of this policy and procedure and affix their signature in the Fuel & Lubrication book.

#### SECURITY NOTES:

District Superintendents will check the fuel book (D.S. 740) for proper recording every Thursday and sign same.

The District Superintendent will also review Policy and Administrative Procedure 93-0, with all supervisors the 1st week of April and the 1st week of October and enter signature in the Fuel & Lubricant book with comment "REVIEW P.A.P. 93-0". A letter to the Borough Snow Superintendent will follow listing supervisors attendance.

### III. PROCEDURES IN EMERGENCIES

- A. When a situation develops, due to the defective operation of a fuel dispensing system and measuring device, which might result in the loss of fuel, the location supervisor must immediately notify the Borough Command, and the Bureau of Building Management. B.B.M. will advise the location if a D.S. 281 should be submitted. All information must be recorded in the Fuel & Lubricant Book.
- B. If a B.C.C. fueling station is out of service for one (1) day or more, the Borough Office will notify the Bureau Operations Office to adjust fuel deliveries.
- C. All petroleum product releases/spills must be reported immediately, refer to Appendix B.

#### IV. ENERGY CONSERVATION

All supervisors will instruct the personnel under their command to maintain a conscious effort towards energy conservation. Some examples of this may be:

- A. All personnel are reminded that any unauthorized use of fuel or lubricants is in violation of the Code of Conduct. Any and all persons found to be in violation are to be suspended immediately.
- B. No vehicle is to be left idling for any extended period, specifically during lunch and break periods or while waiting at disposal sites. Garage personnel and mechanics are cautioned against excessive idling in and near the garage premises. Under no circumstances are trucks to remain idling when taking on fuel.
- C. Fuel will not be used for the washing of parts, or garage floors, etc.
- D. Pick-up and delivery of supplies, and the transporting of equipment will be coordinated through the Borough Snow Office.

#### V. FUEL CONTROL & STORES

Fuel Control & Stores provides through channels the following petroleum products:

HEATING FUELS, HOIST OIL, MOTOR OIL, GREASE  
LUBE, AUTO TRANSMISSION FLUID, LUBE HYPOID  
GEAR SAE 90.

##### A. HEATING FUELS (#2 & #4)/PROPANE

Heating fuels are delivered directly to Cleaning & Collection locations from the vendor of record. Heating fuel requests are generated from heating fuel reports submitted verbally via the respective snow office to Fuel Control & Stores. During the heating season this is a daily (Monday-Friday) activity designated to be completed between the hours of 8:00 A.M. and 10:30 A.M. During the "off" season the same procedure is conducted once a week (generally Mondays).

Designated locations are serviced by the Auxiliary Field Force for their heating fuels (i.e. Randall's Island Training Center).

Emergency requests for heating fuels are to be channelled from the respective snow office to Fuel Control & Stores. Such requests will be forwarded to the Auxiliary Field Force via Fuel Control & Stores.

Current guidelines state that emergency requests do not exceed five hundred (500) gallons, except in locations that have such a large capacity that a small delivery would be inadequate to maintain the heating system through an overnight or weekend crisis. Off hours and weekend requests are to be directed to the Bureau Operations Office, through the Borough Office. Operations will determine the priority of requests and forward any request to the Auxiliary Field Force. Districts are not to call the Auxiliary Field Force directly.

Locations requiring PROPANE for their heating systems will request same as needed through their respective snow offices.

#### **B. HOIST OIL & MOTOR OIL**

These products are delivered monthly by Tank Truck, directly to garage locations from the vendor of record. Orders for delivery are automatic (minimum 250 Gallons) for each location unless:

- 1) The respective Snow Office has designated a location to order, via telephone each month.
- 2) The location is on an automatic bi-monthly schedule; minimum delivery of 250 Gallons.

#### **C. GREASE, TRANSMISSION FLUID AND GEAR OIL**

These products are requisitioned as needed by the 8-4 shift garage supervisor. Approval is required by the District Superintendent and the Borough Snow Superintendent through the snow office. Fuel Control & Stores will approve requests. Requests are to be submitted on a D.S. 58 form.

### **VI. DELIVERIES**

The ordering of fuel from the vendor will be arranged for by the Assistant Chief of Operations in the Bureau of Cleaning and Collection or the location Supervisor in Bureau of Waste Disposal.

The location shift supervisor will personally check all deliveries of fuel and lubricants received from a vendor to verify and certify to the correctness of all delivery forms (Appendix A). Extreme care must be exercised to prevent the waste of fuel, caused by an overflow when storage tanks are being filled; Appendix B (Fuel Spill).

The readings of the applicable measuring devices used for recording the contents of the tank or tanks, will be entered in the Fuel and Lubricant Book, before and after the delivery. Truck number, invoice number, and the amount of fuel delivered, as recorded on the metered invoice, will also be entered in the location's Fuel and Lubricant Book.

The fuel delivery invoice, received from the vendor's truck operator, will indicate the metered reading at the start of the drop and the metered reading at the completion of the drop, and the total number of gallons delivered. In the case of any discrepancy during the delivery of fuel or any commodity, such as a truck meter failing to register, the vendor's employee must make a full explanation on the reverse side of the company's invoice and sign same. Meter readings will not be changed; the discrepancy should be explained as outlined in this paragraph.

The Supervisor receiving the delivery from a vendor will prepare a 23BS3, (Receiving Report) for all fuel & lubricant received. The amount received must agree with the amount shown on the vendor's invoice. The invoice number, truck number, order number, date of delivery and signature of the location supervisor must be placed on this form. In the event of any discrepancy, an explanation on the vendor's invoice, must be entered on the face of 23BS3 and signed by the supervisor.

The location supervisor will submit the vendor's metered ticket, a receiving report (23BS3) and when necessary the #1 and #2 copy of the D.G.S. Inspection Certificate immediately to the Audit and Accounts Department, 346 Broadway, 10th floor, through regular channels.

Refusal of a delivery without just cause will result in disciplinary action. All refusals must be reported to the Borough Snow Office (Refer to Appendix A).

## VII. DISPENSING

Fuel will be dispensed to authorized vehicles on all shifts, Monday through Saturday (legal holidays excluded). All other times authorization will be obtained from the Bureau Operations Office (B.O.O.) for Bureau of Cleaning and Collection and the Operations Control Office (O.C.O.) in Bureau of Waste Disposal.

Responsible officers in the Bureau of Cleaning and Collection and the Bureau of Waste Disposal are to anticipate their needs for equipment on Sundays and legal holidays to insure that sufficient equipment is fueled prior to 12 midnight Saturday or the eve of a holiday.

All fuel dispensing equipment storage rooms and storage tanks will be kept locked at all times when not in use. Fuel dispensing equipment will be operated only by personnel under the supervision of the location supervisor.

The officer in charge of a location dispensing fuel will be responsible for:

- A) The dispensing of fuel and lubricants by authorized employees.
- B) The Certificate of Fitness requirements of the N.Y.C. Fire Department (Appendix C).

- C) The safeguarding of all fuel pump keys on all shifts.
- D) Exercising extreme care to prevent tampering with fuel pumps, portable pumps or vehicle fuel tanks.

"Certificate of Fitness" can be secured by location supervisors requesting same by letter to the Chief of Operations, at 125 Worth Street, Room 823, Manhattan. (Appendix C).

Supervising officers in charge of the Bureau of Waste Disposal locations requiring fuel from B.C.C. locations for equipment utilized on Sundays or Holidays, for other than snow removal operations, shall request permission through channels to the Officer in charge of the Bureau Operations Office. Upon approval, the Operations Office will designate the location at which fuel shall be obtained and notify the Borough Officer in charge, to report to the location, to supervise the dispensing operation.

Upon the receipt of such permission, full details of the request and authorization shall be entered in the B.W.D. Operations Control Office Log Book and appropriate location records where fuel is being dispensed.

On occasions (Sundays, Holiday, etc.) when a location does not have a supervisor assigned, the fuel pump keys shall be turned over to the employee designated, acting in charge. This employee, in turn, at the completion of the shift, will turn these keys over to the employee in charge of the next shift. In an emergency, if it becomes necessary to dispense fuel or lubricants on the shift, the officer in charge of the Bureau Operations Office (B.O.O.) shall be contacted for authorization. The Borough Officer must make an entry in the telephone order book of the equipment being fueled, the date, the time, description of the emergency and amount of fuel or lubricant dispensed and will insure that the necessary forms are completed as stated in this Policy and Procedure.

#### VIII. TRANSPORTATION

Employees assigned to Department Fuel Trucks must possess a N.Y.S. Commercial Drivers License, with a Class X endorsement (Tank and Hazmat). Trucks to be dispatched must be coordinated through the Bureau Operations Office. Operators of these vehicles are responsible for the proper recording of all deliveries on the necessary forms and shall certify same by affixing their signature.

In B.W.D., fuel trucks are utilized regularly during normal digging operations.

In all cases where hired fuel trucks are required for snow removal operations, the procedures established in Chapter 7 of the Snow Removal Manual shall be followed.

When it becomes necessary to transport small quantities of fuel to the field, proper safety fuel cans must be used. Information will be recorded on the D.S. Form 1713, as well as a written explanation in the District Operations Book. The transporter shall be required to have a written authorization from the location supervisor in their possession.

**IX. FUEL PUMP OPERATOR**

The employee assigned as fuel and lubricant dispenser, shall be responsible to the supervisor in charge for the proper and accurate recordings of all fuel and lubricants dispensed on the shift. The fuel pump operator is required to affix their signature for each vehicle receiving fuel & lubricants.

**X. HUFFMAN TEST**

Huffman test will be performed on the 8-4 shift every Wednesday (see Appendix D). This test will be checked randomly by the Borough Snow Superintendent.

**NOTE:** This test will not be required on a down pump or an inactive pump, that has not been used since the previous Huffman Test.

**XI. FUEL VARIANCES**

Readings will be conducted on the 8-4 shift every Wednesday to determine if there is a variation between the mathematical balance (Book Totals) and the measuring device (e.g. Petrometer, Tank Meter, Stick Line, etc.). All variances will be noted in the Wednesday variance column of the Fuel & Lubricant book.

The last Wednesday of each month variances will be noted and records will be adjusted to reflect the actual fuel on hand as determined by the measuring device. When Wednesday falls on a Holiday, variations will be taken the previous day.

**NOTE:** If a tank variance for that month is more than 1% of the fuel delivered to that tank, the District Superintendent will notify the Borough Command, and an investigation will be conducted to determine the reason for the difference (eg. leak, inaccurate measuring device, etc.).

If the measuring device is inoperable, the fuel on hand will be determined by the mathematical balance (Book Totals).

Defective measuring devices will be reported to Bureau Building Management (B.B.M.) and the Borough Snow office, immediately. Location Supervisor will follow up to ensure repairs are made.



## XII. LOCATION FLOOR PLAN

A location floor plan will be affixed to the inside front cover of this D.S. 740, indicating the following:

- A. Location and capacity of Petroleum storage containers (below and above ground, e.g. tanks, drums, etc.) indicating the type of product stored (e.g. diesel, unleaded, hoist oil, etc.).
- B. Location of:
  1. Filler ports
  2. Vent pipes
  3. Overflow alarms
  4. Dispensing devices
  5. Measuring devices (e.g. veeder-root, petrometer, stick line, etc.).

This diagram will be maintained and kept current.

## APPENDIX A

### FUEL AND LUBRICANT DELIVERY PROCEDURES

The following procedures are to be followed in locations where Fuel and Lubricants are delivered, stored or dispensed.

The District Superintendents, Location Supervisors and Supervisor in charge of a particular shift at a department location where Fuel and Lubricants are delivered, stored or dispensed, will be held strictly responsible for the enforcement of all procedures governing the receipt, use, inspection, security and records pertaining to Fuel and Lubricants and the enforcement of all safety regulations. The Fuel and Lubricant Record Book (D.S. 740) is to be maintained and kept current at all times.

When fuel is being delivered, the location supervisor will first check the fuel log, take a reading, utilizing the applicable measuring device (e.g. petrometer, stick line, veeder-root, etc.) to determine the amount of fuel that can be accepted. The location supervisor will confirm with the vendor the amount of fuel to be delivered at that time.

The supervisor will check to see that the two (2) metal seals from consumer affairs are intact and on the meter, initial the ticket prior to its insertion into the truck meter and verify the truck meter is set at zero. Only after the above have been completed will the supervisor allow the vendor to hook up to the filler pipe. Extreme caution is to be taken to ensure the hook-up is made to the correct tank filler pipe. NOTE: FOR GASOLINE DELIVERIES ONLY - If the tank has a vapor recovery system, the Supervisor must verify that the vapor recovery hose on the delivery truck has been properly attached to the in-ground outlet connection. No gasoline delivery shall take place unless this requirement is met.

The Supervisor will see the delivery begin and if possible, remain in the presence of the vendor until the delivery is completed. Compare numbers of meter & ticket and then sign ticket.

Extreme care must be exercised to prevent the waste of fuel caused by an overflow when storage tanks are being filled, which results in both a fire hazard, and the destruction of department property (Refer to Appendix B).

Thirty (30) minutes after a drop is made a reading will be taken from the applicable measure device, and compared to the amount shown in the fuel book. If a variance is found it will be noted in red (in the remarks column) with the time and location supervisors initials. If the variance is greater than 1% (one percent) of the tank capacity, the Energy Conservation Director, is to be notified with the amount of variance, invoice number, truck number, order number and vendors name at (212) 837-8097.

An Unusual Occurrence Report (D.S. 779) will be prepared and forwarded through the Borough Snow Office and distributed to the Energy Conservation Office, Deputy Inspector General and Bureau Operations Office. No adjustments of records will be made unless authorized by the Assistant Chief of Bureau Operations.

The proper method of getting a reading from a petrometer is as follows:

The petrometer will be pumped ten (10) times and a reading will be taken. This is to be repeated twice more taking a reading each time. The second and third readings should agree, if not the third will be used to determine a variance if any.

### COLOR CODES

In order to conform with N.Y.S. Department of Environmental Conservation Regulations on Petroleum Product Storage Tanks, the Bureau of Building Management has color coded fill ports. The colors are as follows:

|                     |                        |
|---------------------|------------------------|
| UNLEADED GASOLINE   | WHITE WITH BLACK CROSS |
| DIESEL              | YELLOW                 |
| #2 HEATING FUEL OIL | GREEN                  |
| KEROSENE            | BROWN                  |
| HOIST OIL           | BLACK                  |

All personnel (Officers and Sanitation Workers) are to be instructed as to the coding.

## APPENDIX B

### PETROLEUM PRODUCT RELEASE

The following procedure will be implemented in the event of a surface petroleum spill of twenty five (25) gallons or more and all underground releases at department locations.

1. All efforts will be made to prevent the spread of the spill, eg. dike off area with sand, wood, etc. Special attention will be given to areas leading into surface water and routes to subsurface water (i.e. sewers, storm drains, etc.).
2. Petroleum product-absorbent materials will be used to contain and recover the product, e.g. absorb - all, sand, etc.
3. Notify the Bureau of Cleaning and Collection Operations Office immediately, at 212-788-4058/59, or Operation Control Office (O.C.O.) for Bureau of Waste Disposal at 212-788-3900.
4. In the Bureau of Cleaning and Collection a Borough Officer will immediately go to the area of the spill and report their findings to the Assistant Chief of Operations at 212-788-4040/41. In the Bureau of Waste Disposal the District Superintendent in charge will notify O.C.O. at 212-788-3900.
5. An Unusual Occurrence and Accident Report (D.S. 779), will be prepared and submitted.

## APPENDIX C

### FIRE DEPT. CERTIFICATES OF FITNESS TO DISPENSE FUEL

Garage officers at locations responsible for dispensing fuel are to make certain the "Certificate of Fitness" as required by the Fire Department are available for inspection and are current, ("not" expired). If original certificates must be obtained or existing certificates renewed, follow the steps listed below:

"Original Certificates" - If required certificates do "not" exist and must be obtained for the "first time" the employee(s)\* will report to the Bureau Operations Office, Administrative Unit, Room 823, 125 Worth Street, Manhattan.

- (1) A completed Fire Department Form A-20 "Certificate of Fitness Application" and a letter from the location Supervisor containing the following:
- a. Garage Number & Borough Command;
  - b. Department address; 125 Worth Street, N.Y. 10013, for Supervisor and Garage address for Sanitation Worker
  - c. The employee's full name;
  - d. The employee's title;
  - e. The employee's badge number;
  - f. The employee's shift
  - g. The employee's appointment date;
  - h. The employee's duties, i.e. Supervisor or, "Gas; & Oil Dispenser operator";
  - i. Name & Title of the person who trained or instructed employee in the duties of the certificate.

The employee(s) must then proceed from Operations to the Fire Department, Division of Fire Prevention located at 250 Livingston Street, Brooklyn, N.Y. 11201.

**NOTE:** A Fire Department Form A-20, "Certificate of Fitness Application" for each request can be obtained from the local firehouse.

"Renewals" - Certificates may be renewed 30 days prior to the expiration date but no later than one year "after" the expiration date by submitting through regular channels to the Bureau Operations Office, Administration Unit, Room 823, the following items:

- 1. A letter as described above for the original certificates containing items a through i;
- 2. A completed "Certificate of Fitness", form A-20;
- 3. The renewal portion of the present certificate.

If further information is required, please call Bureau Operations, Administration Unit, Room 823, at 212-788-4098.

\*CHARTS ARE NOT AUTHORIZED FOR THIS PURPOSE.

## APPENDIX D

## HUFFMAN TEST PROCEDURE

Each facility equipped with pumps for the dispensing of Motor Fuels is to have a master test measure can. This measure can, used to perform the Huffman Test, is equipped with a gauge, gallon markings to the right and cubic inch markings to the left. The can has been calibrated and the gauge set and sealed.

The Huffman #55 Master Test measure compares the amount of motor fuel discharged by the pump against the amount registered on the pump as dispensed, thus testing the accuracy of the pump's calibration.

The officer in charge of the day shift at each location having fuel pumps will check the accuracy of same by drawing exactly five (5) gallons from each active pump (as measured by the pumping indicator) into the measuring can. This test shall be made weekly, on Wednesdays on the 8-4 shift (if a Holiday falls on Wednesday, perform previous day) and a notation shall be made on the D.S. Form 740.

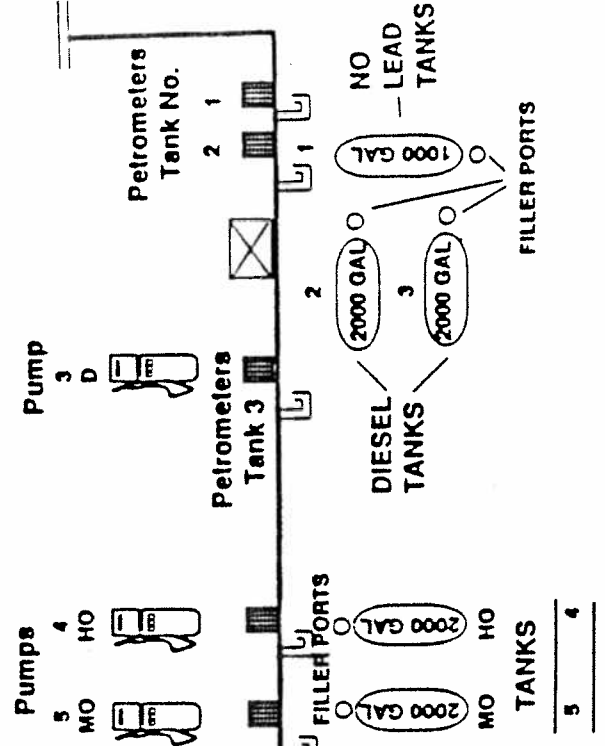
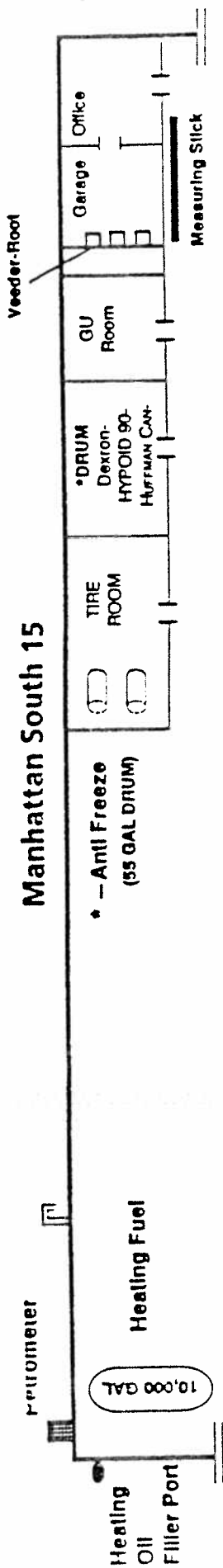
A discrepancy within five (5) cubic inches above or below mark is considered accurate. When a pump shows a discrepancy of more than 5 cubic inches, a second drawing will be made. If a difference still exists, the pump inaccuracy must be reported to the Borough Snow Superintendent, and to B.B.M. by telephone and a D.S. 281 submitted. (See D.S. 740 example page)

All gasoline and diesel withdrawn for these tests must be poured into the tank of an operating motorized equipment and properly charged and recorded on D.S. 1713.

If the measure can is dented, or the seal or gauge is broken, same must be reported immediately to the Operations Snow Unit. The damage can will then be turned in and a new can issued. When a Huffman container is not in use, it will be stored in a safe place to prevent damage. The can at no time is to be used as a container for transporting motor fuels or any other materials.

LOCATION FLOOR PLAN

# Manhattan South 15



| CODES                      |                                 |
|----------------------------|---------------------------------|
| • Above Ground             | NL No Lead                      |
| ▨ Petrometer               | MO Motor Oil                    |
| □ Veeder-Root              | HO Hoist Oil                    |
| ○ Filler Port              | 55 Gal Drums                    |
| ⊕ Diesel                   | Sprinkler System Control Valves |
| ⊗ Overflow alarms          |                                 |
| ● Heating fuel filler port |                                 |
| ┌ Vent pipes               |                                 |







THE CITY OF NEW YORK Department of Sanitation  
 FUEL & LUBRICATION RECORD (C 740 REV. 1/59)

| SIGNATURE | MOTOR ROOM BUFT |   | DISTRICT BUFT.            |                      |               |                 |                |              |                          |   |           |             | DAY        | MONTH & DATE | YEAR                                      |              |
|-----------|-----------------|---|---------------------------|----------------------|---------------|-----------------|----------------|--------------|--------------------------|---|-----------|-------------|------------|--------------|---|--------------|
|           | ITEM            | MOTOR OIL QUARTS                            | TRANSMISSION OIL (QUARTS) | ANTI-FREEZE (QUARTS) | GREASE POUNDS | HOT OIL GALLONS | WAXING GALLONS | SOAP GALLONS | HEATING FUEL OIL GALLONS | REMARKS   | INDEX NO. | INVOICE NO. | AMOUNT     | PRODUCT      | END OF SHIFT FUEL PUMP TOTALIZER READINGS | PUMP NUMBERS |
|           | ON HAND         | 1000  | 400                       | 220                  | 35            | 300             | -              | 40           | 900                      |   | -         | -           | -          | -            | 1070                                      | 0            |
|           | RECEIVED        | -   | -                         | -                    | -             | -               | -              | -            | -                        |   | -         | -           | -          | -            | 2500                                      | 7            |
|           | CONSUMED        | 30  | 3                         | -                    | 2             | 2               | -              | 1            | 5                        |   | -         | -           | -          | 3050         | 0   |              |
|           | BALANCE         | 970   | 397                       | 220                  | 33            | 298             | -              | 39           | 895                      |   | -         | -           | -          | -            | -   | 10           |
|           |                 | Signature B-4<br>Officer Coming<br>On Duty  |                           |                      |               |                 |                |              |                          |   |           |             |            |              |   |              |
|           | ON HAND         | 970   | 397                       | 220                  | 33            | 298             | -              | 39           | 855                      | RECEIVED<br>300 QTS<br>MOTOR OIL<br>FROM RPD                      | 3         | 15          | 300<br>QTS | MAR<br>OIL   | 1   | 1280         |
|           | RECEIVED        | 300   | 220                       | -                    | -             | -               | -              | -            | -                        |   | -         | -           | -          | -            | 3000                                      | 7            |
|           | CONSUMED        | 20  | 7                         | -                    | -             | 5               | -              | -            | 50                       | RECEIVED<br>220 QTS<br>DIESEL OIL<br>FROM RPD                     | -         | -           | -          | -            | 3050                                      | 0            |
|           | BALANCE         | 1250  | 610                       | 220                  | 33            | 293             | -              | 39           | 845                      | RECEIVED<br>200 QTS<br>DIESEL OIL<br>FROM RPD                     | -         | -           | -          | -            | -   | 10           |
|           |                 | Signature B-13<br>Officer Coming<br>On Duty |                           |                      |               |                 |                |              |                          |   |           |             |            |              |   |              |
|           | ON HAND         | 1250  | 610                       | 220                  | 33            | 293             | -              | 39           | 845                      | USED 110 QTS<br>PURE ANTI-<br>FREEZE TO<br>MKG 220 QTS<br>OF MIX. | -         | -           | -          | -            | 1280                                      | 0            |
|           | RECEIVED        | -   | -                         | -                    | -             | -               | -              | -            | -                        |   | -         | -           | -          | -            | 3000                                      | 7            |
|           | CONSUMED        | 10  | 6                         | 110                  | -             | 2               | -              | 1            | 15                       |   | -         | -           | -          | 3050         | 0   |              |
|           | BALANCE         | 1240  | 604                       | 110                  | 33            | 291             | -              | 38           | 830                      |   | -         | -           | -          | -            | -   | 10           |
|           |                 | Signature B-13<br>Officer Coming<br>On Duty |                           |                      |               |                 |                |              |                          |   |           |             |            |              |   |              |

| DATE          | TIME | GASOLINE |      | DIESEL |      | REMARKS  | VARIANCE PROCEDURE   | MEASUREMENT BEFORE | MEASUREMENT AFTER | FUEL DELIVERED                        |          | MONTH'S DATE          | YEAR |        |
|---------------|------|----------|------|--------|------|--|--|--------------------|-------------------|---------------------------------------|----------|-----------------------|------|--------|
|               |      | START    | END  | START  | END  |  |  |                    |                   | TRUCKS                                | AMOUNT   |                       |      | TRUCKS |
| 1             | 1200 | 500      | 700  | 1000   | 1000 | RECEIVED 500 GALS OF UNLEADED FUEL FROM BAYSIDE FUEL.  | Variance readings will be conducted on the 8-4 shift every Wednesday. All variances will be noted in the 8-4 variance column. Only the variance on the last Wednesday of the month will be used to adjust the records (+ or -). (Ref. Page 8, P.A.P. 10) | 950                | 1445              | 1                                     | 500 GALS | APRIL 28              | 1993 |        |
| 2             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 3             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 4             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 5             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 6             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 7             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| TOT           | 1400 | 500      | 100  | 1400   | 3500 |  |  |                    |                   |                                       |          |                       |      |        |
| 1             | 1400 | 210      | 210  | 1200   | 1200 | DISCREPANCY ON PUMP #3 D.S. 281 Log # 93-001 SENT TO ABM ON 4-28-93 HUFFMAN TEST   | WEDNESDAY HUFFMAN TEST   |                    |                   |                                       |          |                       |      |        |
| 2             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 3             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 4             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 5             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 6             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 7             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| TOT           | 1400 | 210      | 210  | 1200   | 3000 |  |  |                    |                   |                                       |          |                       |      |        |
| 1             | 1200 | 1200     | 1200 | 1200   | 1200 | REC. 2000 GALS OF DIESEL FUEL FROM BAYSIDE FUEL. THERE IS A 45 GAL. VARIANCE IN TANK #2. VARIANCE IS GREATER THAN THE 1% OF THE 3000 GAL. TANK CAPACITY ALLOWED. ENERGY CONSERVATION DIRECTOR IS TO BE NOTIFIED (9 PM. RD) |  |                    |                   |                                       |          |                       |      |        |
| 2             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 3             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 4             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 5             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 6             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| 7             | 1500 | 1500     | 1500 | 1500   |      |  |  |                    |                   |                                       |          |                       |      |        |
| TOT           | 1200 | 1200     | 2000 | 2495   | 2000 |  |  |                    |                   |                                       |          |                       |      |        |
| 24 HOUR RECAP |      | GASOLINE |      | DIESEL |      | RECEIVED   |  | CONSUMED           |                   | LAST WED. OF MONTH VARIATION (+ OR -) |          | ON HAND END 4-13 SHFT |      |        |
|               |      | 500      |      | 2000   |      | 310  |  | 1000               |                   | +10                                   |          | 1200                  |      |        |
|               |      | 3500     |      | 2000   |      | 1000   |  | 4495               |                   | -5                                    |          | 4495                  |      |        |



THE CITY OF NEW YORK Department of Sanitation  
MONTHLY REPORT OF GASOLINE AND DIESEL FUEL RECEIVED AND CONSUMED DS 1024 (1/62)

| LOCATION |  | DISTRICT |  |  |  |  |  |  |  |  |  |  |  | MONTH    |        |  |  |  |  |
|----------|--|----------|--|--|--|--|--|--|--|--|--|--|--|----------|--------|--|--|--|--|
| FUEL     |  |          |  |  |  |  |  |  |  |  |  |  |  | TOTALS   |        |  |  |  |  |
|          |  |          |  |  |  |  |  |  |  |  |  |  |  | GASOLINE | DIESEL |  |  |  |  |
| 1.       | Gas and Diesel Received                    | Gas      |  |  |  |  |  |  |  |  |  |  |  |          |        |  |  |  |  |
|          | Diesel                                     |          |  |  |  |  |  |  |  |  |  |  |  |          |        |  |  |  |  |
| 2.       | Gas and Diesel Dispensed to Other Agencies | Gas      |  |  |  |  |  |  |  |  |  |  |  |          |        |  |  |  |  |
|          | Diesel                                     |          |  |  |  |  |  |  |  |  |  |  |  |          |        |  |  |  |  |
| 3.       | Gas and Diesel Dispensed to Sanitation     | Gas      |  |  |  |  |  |  |  |  |  |  |  |          |        |  |  |  |  |
|          | Diesel                                     |          |  |  |  |  |  |  |  |  |  |  |  |          |        |  |  |  |  |
| 4.       | Total Gas and Diesel Dispensed 2 + 3 = 4   | Gas      |  |  |  |  |  |  |  |  |  |  |  |          |        |  |  |  |  |
|          | Diesel                                     |          |  |  |  |  |  |  |  |  |  |  |  |          |        |  |  |  |  |

**TO BE COMPLETED AT THE END OF THE MONTH.**

One (1) copy D.S. File, One (1) Copy Borough Snow Office, to be consolidated and forwarded to Energy Conservation Officer.

Gar. Supv. Signature \_\_\_\_\_ Date \_\_\_\_\_ Dist. Supt. Signature \_\_\_\_\_ Date \_\_\_\_\_

ORIGINAL - LOCATION

DUPLICATE - BORO

THE CITY OF NEW YORK Department of Sanitation  
BCC/BOO/BMS REQUISITION DS 9011(82)

REQUISITION NO  
**16301**

| GARAGE SUPERVISOR (Please Print) |   | DATE        | DIST NO  | TELEPHONE NO.               |                         |                         | Unit Price | Quan Issued | Extnd Price |
|----------------------------------|---|-------------|----------|-----------------------------|-------------------------|-------------------------|------------|-------------|-------------|
|                                  |   |             |          |                             |                         |                         |            |             |             |
| STOCK NUMBER                     | STOCK DESCRIPTION   |             |          | Quan Permitted By Gar Supv. | Quan Approved Dist Supr | Quan Approved Boro Supr |            |             |             |
|                                  | Form To Be Used Order Anti-Freeze, Grease, Transmission Fluid, Truck Wash Soap. |             |          |                             |                         |                         |            |             |             |
|                                  | Form must be filled out completely (Signatures).                                |             |          |                             |                         |                         |            |             |             |
|                                  | Form must be approved by B.C.C. Operations Office.                              |             |          |                             |                         |                         |            |             |             |
|                                  | When Ordering Anti-Freeze, Indicate Pure On Hand at time of Request.            |             |          |                             |                         |                         |            |             |             |
| TITLE                            | SIGNATURE   | DATE IN/APP | DATE OUT | BORO/LOCATION               |                         | TELEPHONE               |            |             |             |
| DISTRICT SUPER                   |   |             |          |                             |                         |                         |            |             |             |
| BORO SUPER                       |   |             |          |                             |                         |                         |            |             |             |
| STOCKROOM MGR                    |   |             |          |                             |                         |                         |            |             |             |
| RECEIVED BY                      | TITLE   | DATE        | BADGE NO | SIGNATURE                   |                         |                         |            |             |             |

BUREAU OF AUDIT SERVICES



