

Dept Msg #: DM2014-5533

Sent By: HDQTRSOP

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Subject: P.A.P. 93-02 FUEL AND LUBRICANT MANUAL
GUIDELINES - FUEL BOOK DS740

Several revisions were made to the D.S.740 Fuel and Lubricant control manual that went into effect 10/01/03.

Revised Forms:

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Revised 1713 - BCC Daily Motor Fuel & Lubricants issued.

Revised 1713A - Daily Motor Fuel/ Lubricants Issued to other City Agencies (ethanol is included)

Revised 1713B - D.S.N.Y. Fuel truck onsite equipment fueling report (to be used by CTU fuel trucks)

Addendums:

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1- Underground tank leak detection procedures

2- Garage Supervisors will perform inspections of the following:

DAILY INSPECTIONS

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A- Fuel Filler Port Caps Condition - Inspect for cracks, etc..

B- Ensure Metal Tank Identification Tags are secured on tanks.

C- Proper color coding of filler ports:

Unleaded - White with Black cross (circle)

Diesel - Yellow (*copper hexagon in the center)

#2 Fuel Oil - Green (hexagon)

Hoist Oil - Black (square)

Waste Oil - Purple (square)

E85 Ethanol - Burnt Orange/Green Lettering (home plate)

D- Spill Catch Basin area surrounding Fuel Filler Ports must be kept clean and free of debris, fuel product and water.

MONTHLY INSPECTIONS

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Above Ground Storage Tank (AST) will be inspected monthly. Any necessary corrective action taken will be logged in the Districts/ Units "Monthly ABOVE GROUND STORAGE TANK LOG". This inspection will include the following:

A- Exterior surface of tank, pipes, valves & hoses must be inspected for leaks & corrosion.

- B- Check Electronic Leak Detection System for alarms, warnings etc..
- C- Containment area must be kept clean and free of debris, fuel product and water.
- D- All Above Ground Storage Tanks (AST)/Drums must be properly labeled of the type of product they contain, tank # and capacity of tank.

3- A Display Cabinet in the garage office MUST contain the following:

- A- "Certificate of Fitness" - required by the Fire Department. Must be made available for inspection, must be current and not expired.
- B- Petroleum Bulk Storage Certificate (PBS) - Must be current and not expired.
- C- "As Built Drawings" (Architectural Design Diagram) reflecting the entire underground tank system

The above is supplemented by the 10 day fuel variance report that must be entered in Garage Supervisor's or District Superintendent's office computer by the 1600-2400 hours Garage Supervisor at the end of his shift. A reconciliation of fuel variance will be taken at the end of the 10 day cycle. Hard copy of report will be filed in fuel book.

Reminders:

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At point of fuel delivery, Garage Supervisor will take a Veeder Root Reading of fuel in tanks and will instruct fuel truck operator which fuel port is to be used and amount of fuel to be dropped.

The maximum amount of fuel that a Supervisor can order must not exceed 90% of tank capacity.

Example:

A- 4,000 gallon tank, only order amount of fuel that in addition to the existing fuel, would add up to 3,600 gallons.

B- 2,000 gallon tank, only order amount of fuel that in addition to the existing fuel, would add up to 1,800 gallons

Deliveries: PAP 93-02 Appendix A outlines proper procedures for fuel and lubricant deliveries.

NOTE: 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 sign the ticket. If the Supervisor is unable to remain at the site for the entire delivery, a responsible DSNY employee may be assigned to observe the delivery with regards to vendor activity and possible spills. ONLY SUPERVISORS are permitted to sign the fuel ticket.

District Superintendent - Every Thursday must check the fuel book (DS740) for proper recording and sign name

First week April/Oct, District Superintendent will review PAP 93-02 with all Supervisors and enter signatures in the fuel book. Letter will be forwarded to Borough Operations Superintendent

Borough Chief once a month will check each location for compliance to PAP 93-02 and affix his signature in the fuel book.

District Superintendents will review above revisions with all District Supervisors.

Borough Chief will spot check fuel lubrication books, the proper use of newly revised forms and compliance with addendum's.

****FUEL PUMPS WILL BE LOCKED AT ALL TIMES WHEN NOT ATTENDED****

Bernard J. Sullivan
First Deputy Commissioner

