



**THE CITY OF NEW YORK  
DEPARTMENT OF SANITATION  
POLICY AND ADMINISTRATIVE PROCEDURE 2017-02**

**EFFECTIVE DATE:** April 1, 2017

**SUBJECT:** **FUEL AND LUBRICANT CONTROL MANUAL**

**AFFECTED DIRECTIVES:** Policy and Procedure 16-02 is hereby rescinded

**REFERENCE:** None

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Effective midnight, April 1, 2017, all General Orders, Special Notices, Notices, Operation Orders, Memorandums and Department Messages or other directives relative to the following fuel and lubricant procedures are hereby rescinded.

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

Effective midnight, April 1, 2017 the procedures outlined in this manual are hereby established and will be in effect until rescinded or amended.

**CANCELLATION:** This Policy and Administrative Procedure shall remain in effect until it is cancelled.

**ISSUING AUTHORITY:**

Kathryn Garcia  
Commissioner

**DISTRIBUTION:** All Management Personnel

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## **POLICY AND ADMINISTRATIVE PROCEDURE # 2017-02**

### **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 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 applicable regulations. Every department location with underground storage tanks must ensure that it has designated Class A, Class B, and Class C Operators (refer to Appendix A). District Superintendents, Location Supervisors and the Supervisor in charge of a particular shift at a department location shall have a minimum of Operator C training.

- A. A Fuel and Lubricant Record Book (D.S. 740 Revised 03/16 – Appendix B) is to be maintained and kept current at all times. The Fuel and Lubricant Record Book contains 190 pages and will be used for a period of six months (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 Sunday or a holiday when no items are dispensed, “NO FUEL OR LUBRICANTS DISPENSED” will be entered across the page and signed by the 2400-0800 shift Supervisor on the next work day.
- B. 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 Fuel and Lubricant Record Book is located in Appendix C at the rear of this Policy and Administrative Procedure (P.A.P.) for guidance.
- C. The Supervisor, at the conclusion of his/her 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 Book and signed by both Supervisors immediately upon completion of the physical inspection.
- D. The 2400-0800 shift Supervisor will transmit via Department Computerized Message System to the Bureau Operations Office, by 0800 hours daily, the total amount of fuel on hand. The Bureau Operations Office will then determine the amount to be ordered, based on the capacity of location storage tanks and requirements.
- E. After each six month period when the Fuel and Lubricant Record Book is completed, enter the start date, and the completion date on it, and keep it on file at the location.
- F. Full compliance with P.A.P. 2017-02 is required by all officers. Supervisors will see that all safety rules and regulations governing the handling of fuel and lubricants are strictly adhered to. The Code of Conduct will be adhered to and enforced. (G.O. 2015-03 Chapter 3.13 – Non Smoking Policy).

### **II. SECURITY**

- A. In addition to the physical inspection at the start and end of the respective shifts, all amounts of fuel and lubricants on-site at the location 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 intervals of at least once a week (on Thursdays), making an entry in the location’s Fuel and Lubricant Record Book of their

findings and affixing their signatures along with the signature of the Location Supervisor in charge at the time of inspection.

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. If damaged or missing caps are observed, an investigation shall be made to ascertain the cause.
- 3) The parking of department employees' private cars within 50 feet of areas where fuel and lubricants are received, dispensed or stored is prohibited, unless in an authorized parking area. At no time are personal or department vehicles allowed to park in a way that prevents access to any petroleum bulk storage tank's fill ports or manways.

C. 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 filed against the vehicle operator and the loader.
- 2) Upon detection of any act of siphoning or withdrawing 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 2015-03 section 5.6, Code of Conduct (Use of Department Fuel & Lubricants).
- 5) Will ensure that on Sundays and Holidays, security personnel check equipment hourly and enter same in the daily blotter. Particular attention shall be paid to equipment stored outdoors.

D. Borough Operations Superintendents will check each location a minimum of once each month for compliance with this policy and procedure and affix their signature in the Fuel and Lubricant Record Book.

SECURITY NOTES:

District Superintendents will check the Fuel and Lubricant Record Book (DS 740) for proper recording every Thursday and sign same.

District Superintendents will review P.A.P. 2017-02 with all supervisors the 1st week of April and the 1st week of October and enter their signature in the Fuel and Lubricant Record Book with comment "REVIEWED P.A.P. 2017-02". A letter to the Borough Operations Superintendent will follow listing Supervisor's attendance.

### **III. PROCEDURES IN EMERGENCIES**

- A. When a situation develops, due to the defective operation of a fuel dispensing system or measuring device, or when a leak detection (see Appendix D) monitoring result (i.e. Veeder-Root alarm) indicates a condition which might result in the loss of fuel, or a petroleum product release, the Location Supervisor must immediately notify the Borough Operations Office and submit an emergency request ticket in Avantis. The Borough Operations Office must immediately notify the Bureau Operations Office who will follow up with B.B.M.. All information must be recorded in the Fuel and Lubricant Record Book.
- B. If a fueling station is out of service for one (1) day or more, the Borough Operations Office will notify the Bureau Operations Office to adjust fuel deliveries.
- C. All petroleum product releases/spills must be reported immediately and addressed and contained immediately (refer to Appendix E).

### **IV. ENERGY CONSERVATION**

All Supervisors will instruct the personnel under their command to make a conscious effort towards energy conservation. For instance:

- A. Unauthorized use of fuel or lubricants by personnel is in violation of the Code of Conduct. Any and all persons found to be in violation will be suspended immediately.
- B. No vehicle is to be left idling for more than three (3) minutes, as per NYC Anti-idling laws. Under no circumstances are trucks to remain idling when receiving fuel.
- C. Fuel will not be used for the washing of parts, garage floors, etc.
- D. Pick-up and delivery of supplies, and the transporting of equipment will be coordinated through the Borough Operations Office.

### **V. FUEL CONTROL & STORES**

The Bureau Operations Office provides for the following petroleum products:

Biodiesel Blends (5% - 20% Bio), Un-Leaded Gasoline, Heating Oil (# 2 and # 6), Hydraulic Oil, Motor Oil, Auto Transmission Fluid or equivalent, Grease Lube, Lube Hypoid Gear SAE 90 or equivalent.

#### **A. HEATING OIL (#2, #6) / PROPANE**

Heating oil is delivered directly to department locations from the vendor of record. Heating oil requests are generated from heating oil reports submitted via Department Computerized Message System to the Bureau Operations Office. During the heating season (from November to April) a daily report is submitted Monday through Friday, excluding holidays, between the hours of 0800 and 1030. During the "off" season (from May to October), the same procedure is conducted once a week, every Monday, excluding holidays.

Designated locations are serviced by the Citywide Transport Unit (CTU) for heating oil (i.e. Floyd Bennett Field Training Center).

Emergency requests for heating oil are to be channeled from the respective Borough Operations Office to the Bureau Operations Office who will forward the request to CTU.

Current guidelines state that emergency requests for heating oil 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. The Bureau Operations Office will determine the priority of requests and forward any request to CTU. Districts are not to call CTU directly.

Locations requiring PROPANE for their heating systems will request same, as needed, through their respective Borough Operations Office.

**B. HYDRAULIC OIL & MOTOR OIL**

These products are delivered as needed on an inventory basis.

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

These products are requisitioned as needed by the 0800-1600 Garage Supervisor. Approval is required by the District Superintendent and the Borough Operations Superintendent. Requests are to be submitted on a D.S. 58 (Appendix F) form to the Bureau Operations Office for final approval.

## **VI. DELIVERIES**

The ordering of fuel from the vendor will be arranged by the Assistant Chief of Operations in the Bureau of Cleaning and Collection or the Operations Control Office (O.C.O) in the Bureau of Solid Waste Management.

Refer to Appendix G for receiving procedures.

The Location Shift Supervisor will personally check all deliveries of fuel and lubricants received from a vendor to verify and certify as to the correctness of all delivery forms as described in Appendix G. Every facility must ensure that releases due to spillage or overflow do not occur. Extreme care must be exercised to prevent the waste of fuel caused by an overflow when filling petroleum bulk storage tanks (refer to Appendix E - Petroleum Product Release). Every aspect of the delivery must be monitored and immediate action must be taken to stop the flow of petroleum when the working capacity of the tank has been reached or should an equipment failure or emergency occur.

Immediately prior to a delivery, the Location Shift Supervisor must inspect fill port catch basins to ensure that they are empty and determine that the tank has available working capacity to receive the volume of petroleum to be delivered. The readings of the applicable measuring devices used for recording the contents of the tank(s) will be entered in the Fuel and Lubricants Record Book before and after the delivery. The vendor, truck number, invoice number, and the amount of fuel delivered, as recorded on the metered invoice, will also be entered in the remarks section of the location's Fuel and Lubricant Record Book and location Blotter, DS 1657.

The fuel delivery invoice received from the vendor's truck operator will indicate the metered reading at the start of the drop, 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 other commodity, caused by 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, (Appendix H - Receiving Report) for all fuel and lubricants 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.C.A.S. Inspection Certificate immediately to the Audit and Accounts Department, 59 Maiden Lane, 5th floor, New York, NY 10038 through regular channels. A legible photocopy of the metered delivery ticket and accompanying 23BS3 will be forwarded to the Bureau Operations Office: Attention Fuel Controls and Stores

Refusal of a delivery without just cause will result in disciplinary action. All refusals must be reported to the Borough Operations Office.

Certain problems at a department location may cause New York State Department of Environmental Conservation (DEC) to prohibit deliveries of product to the tanks (DEC will attach a tag to the tank fill pipe to notify any fuel suppliers that they may not deliver fuel to that tank). No person may accept the delivery of petroleum to any tank system to which a DEC tag is affixed. Unless authorized by DEC, no person may tamper with or remove a tag affixed to a tank system or cause such tampering or removal. DEC will remove, or authorize the removal of, the tag.

## **VII. DISPENSING**

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

Responsible officers in the Bureau of Cleaning and Collection and the Bureau of Solid Waste Management are to anticipate their needs for equipment on Sundays and Legal Holidays to ensure that sufficient equipment is fueled prior to that Sunday or Holiday.

All fuel and lubricant dispensing equipment, storage rooms and storage tanks will be kept locked at all times when not in use. Fuel and lubricant dispensing equipment will be operated only by personnel under the supervision of the Location Supervisor possessing a valid New York City Fire Department (F.D.N.Y.) Certificate of Fitness.

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

- A) The dispensing of fuel and lubricants by authorized employees.
- B) Maintaining a Display Cabinet in the garage office which MUST contain the following:
  - "Certificates of Fitness" – required by F.D.N.Y. (Appendix I).
  - Current and accurate Petroleum Bulk Storage (PBS) Registration Certificate.
  - "As Built Drawings" (Architectural Design Diagram), stamped/signed by the engineer and D.O.B., reflecting the entire underground tank system.
  - Aboveground Storage Tank (A.S.T.) 10 year inspection log (only applies to A.S.T.'s installed before 12/27/86 and that are not on the ground (i.e. not on rack, cradle or stilts).



- Class A, B and C Operator roster will be on display.

C) Tank Leak Detection Monitoring - Maintaining the Underground Storage Tank (U.S.T.) occurrence log AND the monthly A.S.T. log. These logs are used to keep track of any system alarms, spills, malfunctioning equipment, identification of leaks, cracks, areas of wear, poor maintenance and operating practices or other tank related problems.

D) The safeguarding of all fuel dispenser keys on all shifts.

E) Exercising extreme care to prevent tampering with fuel dispensers, portable pumps or vehicle fuel tanks.

On occasions when a location does not have a Supervisor assigned (Sundays, Holiday, etc.), the fuel dispenser 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 shall be contacted for authorization. In such a situation, a minimum Class C Operator must be present for such operation. 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 and procedures are completed as stated in this P.A.P.

#### *\*Other City Agencies*

Employees from other City Agencies / Federal Agencies are not authorized to dispense their own fuel at any DSNY location. Fuel may only be dispensed by DSNY personnel directly into the authorized vehicle. If the vehicle has unofficial license plates and/or is unmarked, the operator of the vehicle must show agency identification and vehicle identification.

### **VIII. EJ WARD**

On fuel dispensers equipped with an EJ Ward Terminal, the following instructions will be followed to fuel vehicles equipped with canceivers:

- 1-Remove fuel nozzle from pump and turn handle on.
- 2-Insert nozzle in vehicle fuel tank.
- 3-Listen for three beeps which confirms vehicle connection.
- 4-Enter desired pump # and then press "ENTER".
- 5-Enter your WEX Driver PIN # and then press "ENTER". Begin Fueling.

If the vehicle does not have a canceiver or the canceiver is not functioning, then a WEX Card will be needed to operate the terminal:

- 1-Insert then remove WEX card. Enter your WEX Driver PIN # and then press "Enter".
- 2- Enter the vehicle odometer and press "ENTER". Please make sure you enter the correct odometer reading.
- 3-Enter desired pump # and then press "Enter". Begin fueling.
- 4-Remove fuel nozzle from pump and turn handle on.
- 5-Insert nozzle in vehicle fuel tank and begin fueling.

### **VIII. TRANSPORTATION**

Employees assigned to department Fuel Trucks must possess a N.Y.S. Commercial Driver's 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 all cases where hired fuel trucks are required for snow removal operations, the procedures established in Chapter 6 of the Snow Removal Manual shall be followed.

When it becomes necessary to transport small quantities of fuel to the field, proper safety fuel containers must be used. Information will be recorded on the D.S. Form 1713, as well as an explanation in the SMART Carting Book, including the vehicle/piece of equipment in which the contents of the fuel container were deposited. Authorization must be granted by the Location Supervisor and noted in the SMART Carting Book whenever a fuel container is used.

Fuel containers are only permitted to be filled for DSNY personnel. Other City Agencies/Federal Agencies cannot have a fuel container filled at any DSNY location without the consent of the Assistant Chief of Bureau Operations.

## **IX. FUEL AND LUBRICANT DISPENSER OPERATOR**

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

## **X. HUFFMAN TEST**

The Huffman test will be performed on the 0800-1600 shift every Wednesday by the Location Supervisor (see Appendix J). This test will be checked randomly by the Borough Operations 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 0800-1600 shift every Wednesday to determine if there is a variation between the mathematical balance (Book Totals) and the measuring device (i.e. Veeder Root, Petrometer, Tank Meter, Stick Line, etc.). All variances will be noted in the Wednesday variance column of the Fuel and Lubricant Record 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, variances will be taken the previous day.

Note: If a tank variance for that month is more than 1% (one percent) of the fuel delivered to that tank, the District Superintendent will notify the Borough Operations Office, and an investigation will be conducted to determine the reason for the difference (i.e. leak, inaccurate measuring device, etc.). Records will be adjusted by the Borough Operations Superintendent when authorized by the Bureau Operations Office and will be noted in the appropriate Tank Log located in the front of the Fuel and Lubricants Log (DS 740).

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 B.B.M. and the Borough Operations Office, immediately. Location Supervisor will follow up to ensure repairs are made.

## **XII. LOCATION FLOOR PLAN**

A location floor plan (Appendix K) will be affixed to the inside front cover of the Fuel & Lubricants Record Book (D.S. 740), indicating the following:

- A. Location and capacity of petroleum bulk storage containers (underground and aboveground, i.e. tanks, drums, etc) indicating the type of product stored (i.e. biodiesel, unleaded gasoline, hydraulic oil, etc.)
  
- B. Location of:
  - 1- Fill ports
  - 2- Vent pipes
  - 3- Overflow alarms
  - 4- Dispensing devices
  - 5- Measuring devices (i.e. Veeder-Root, Petrometer, Stick Line, etc.)

This diagram will be maintained and kept current

## APPENDIX A

### CLASS A, B AND C OPERATORS

By October 11, 2016, every location with Underground Storage Tanks (U.S.T.) must ensure that it has designated Class A, Class B, and Class C Operators.

Class A Operators are responsible for overall operations including managing personnel and resources, and understanding compliance and regulatory obligations.

Class B Operators are responsible for daily operations including maintenance and must have an in-depth understanding of U.S.T. systems.

Class C Operators are essentially on-site to handle emergencies. They are trained to respond to alarms caused by spills, take actions in U.S.T.-related emergencies, and typically control or monitor the dispensing of petroleum.

Each designated Class A and Class B Operator must pass an exam issued by DEC. Each designated Class C Operator must be trained and tested under the direction of the Class A or Class B Operator to take appropriate actions at the location in response to emergencies and alarms caused by spills or releases from the U.S.T. system.

In the event that a Class A and/or Class B Operator is no longer designated at a location (due to separation from employment, death, or other circumstance), the location must designate (train and test) a new operator within 30 days after the event.

Class A or Class B Operators designated for U.S.T. systems that are determined by DEC to be in significant non-compliance must be retested within 30 days after the date DEC determines that a U.S.T. system is in significant non-compliance. Alternatively, DSNY may designate a different Class A or Class B Operator for the U.S.T. systems determined by DEC to be in significant non-compliance.

Every location must maintain a list of designated Class A, Class B, and Class C Operators and maintain records verifying that training and testing have been successfully completed. The list must: identify all Class A, Class B, and Class C Operators at the location; and include the name of the operator, the class of the operator, the date that the operator was designated, the date that the operator initially completed testing or training, and the date of any retesting. These records must be maintained for as long as Class A, Class B, and Class C Operators are designated plus an additional three years. Records of the exam or training must also, at a minimum, be signed by the examiner or trainer and list the printed name of the examiner or trainer and the name, address, and phone number of DSNY.

APPENDIX B

THE CITY OF NEW YORK Department of Sanitation  
 FUEL & LUBRICATION RECORD DS 740 (3.15)

TOUR OF DUTY	SIGNATURE	BORO SNOW SUPT.				DISTRICT SUPT.				REMARKS	DAY			YEAR	LUBRICANT DELIVERIES		END OF SHIFT FUEL PUMP TOTALIZER READINGS
		MOTOR OIL (QUARTS)	TRANSMISSION OIL (QUARTS)	ANTI-FREEZE (QUARTS)		GREASE (POUNDS)	HOIST OIL (GALLONS)	UREA (GALLONS)	SOAP (GALLONS)		HEATING FUEL OIL (GALLONS)	TRUCK NO.	INVOICE NO.		AMOUNT	PRODUCT	
2400 to 0800	ON HAND														1		6
	RECEIVED														2		7
	CONSUMED														3		8
	BALANCE														4		9
															5		10
		Signature 2400-0800 Officer Going Off Duty															
0800 to 1600	ON HAND														1		6
	RECEIVED														2		7
	CONSUMED														3		8
	BALANCE														4		9
															5		10
		Signature 0800-1600 Officer Going Off Duty															
1600 to 2400	ON HAND														1		6
	RECEIVED														2		7
	CONSUMED														3		8
	BALANCE														4		9
															5		10
		Signature 1600-2400 Officer Going Off Duty															
		Signature 0800-1600 Officer Going On Duty															
		Signature 2400-0800 Officer Going On Duty															

NOTE: Fuel shall be indicated in the following color ink: Unleaded — RED; Diesel Fuel — GREEN; Ethanol — RED

TOUR OF DUTY	T A N K	UNLEADED			DIESEL			REMARKS	MEASUREMENT IN GAL. AT DELIVERY	MONTH & DATE	YEAR	
		Start	Received	Consumed	Variance	End	Start					Received
2400 to 0800	1							<b>VARIANCE PROCEDURE</b> Variance readings will be conducted on the 0800-1600 shift every Wednesday. All variances will be noted in the 0800-1600 variance column. Only the variance on the last Wednesday of the month will be used to adjust the records (+ or -). (Ref. P.A.P. 2016-02.)	Before			
	2								After			
	TOT.											
	1								<b>CONSUMED BY OTHER CITY DEPT.</b> UNLEADED      ETHANOL      DIESEL			
	2											
	TOT.											
	TOT.											
0800 to 1600	1						<b>WEDNESDAY HUFFMAN TEST</b> Pump    Result    Pump    Result 1       6 2       7 3       8 4       9 5       10					
	2											
	TOT.											
	1							<b>CONSUMED BY OTHER CITY DEPT.</b> UNLEADED      ETHANOL      DIESEL				
	2											
	TOT.											
	TOT.											
1600 to 2400	1						<b>CONSUMED BY OTHER CITY DEPT.</b> UNLEADED      ETHANOL      DIESEL					
	2											
	TOT.											
	1							<b>CONSUMED BY OTHER CITY DEPT.</b> UNLEADED      ETHANOL      DIESEL				
	2											
	TOT.											
	TOT.											
24 HOUR RECAP	FUEL		RECEIVED		CONSUMED		Last Week of Month Variation (+ or -)		On Hand End 1600 to 2400 Shift		On Hand End 2400 to 0800 Shift	
	UNLEADED											
	DIESEL											

APPENDIX C

THE CITY OF NEW YORK Department of Sanitation  
 FUEL & LUBRICATION RECORD DS 740 (2-69)

SIGNATURE	YOUR OF DUTY	DISTRICT SUPPLY										REMARKS	TRUCK NO.	LUBRICANT DELIVERIES			YEAR	END OF SHIFT FUEL PUMP TOTALIZER READINGS		
		MOTOR OIL (QUARTS)		TRANSMISSION OIL (QUARTS)		ANTI-FREEZE (QUARTS)		GREASE (POUNDS)	HOIST OIL (GALLONS)	UREA (GALLONS)	SOAP (GALLONS)			HEATING FUEL OIL (GALLONS)	INVOICE NO.	AMOUNT			PRODUCT	PUMP NUMBERS
	2400 to 0800	ON HAND	1000	400	50	220	100	35	300	270	40	900					1	1070	6	
		RECEIVED	-	-	-	-	-	-	-	-	-	-					2	2500	7	
		CONSUMED	30	3	2	-	2	2	2	30	1	5					3	3050	8	
		BALANCE	970	397	48	220	50	33	298	190	39	895					4	-	9	
			Signature 2400-0800 Officer Going Off Duty														5	-	10	
	0800 to 1600	ON HAND	970	397	48	220	50	33	298	190	39	895	Received 300 quarts motor oil from Circle	3	21	300gts	motor oil	1	1280	6
		RECEIVED	300	220	-	-	-	-	-	-	-	-						2	3000	7
		CONSUMED	20	7	-	-	50	-	5	22	-	50	Received 220 quarts Dextron from Boto Shop	-	-	-	-	3	3050	8
		BALANCE	1250	610	48	220	0	33	293	168	39	845		-	-	-	-	4	-	9
			Signature 0800-1600 Officer Going Off Duty														5	-	10	
	1600 to 2400	ON HAND	1250	610	48	220	-	33	293	168	39	845	used 110 quart of pure anti- freeze to make 220 quarts of mix.	-	-	-	-	1	1280	6
		RECEIVED	-	-	-	-	-	-	-	-	-	-		-	-	-	-	2	3000	7
		CONSUMED	10	6	-	110	2	-	2	10	1	15		-	-	-	-	3	3050	8
		BALANCE	1240	604	48	110	218	33	291	158	38	830		-	-	-	-	4	-	9
			Signature 1600-2400 Officer Going Off Duty														5	-	10	





## APPENDIX D

### TANK LEAK DETECTION – Instructions, Underground & Aboveground Logs

Garage Supervisors are responsible for maintaining the Underground Storage Tank (U.S.T.) Occurrence Log used to keep track of any system alarms, spills or other tank related problems. A separate U.S.T. Occurrence log sheet is to be used for each calendar month of the six-month period occurring in the D.S. 740 Fuel & Lubricants log. All captions are to be completed in the U.S.T. Occurrence log whenever an alarm is generated by the Veeder-Root system. Each alarm occurrence that is not resolved by the end of the calendar month must be carried over to the subsequent monthly log sheets (using red ink) until the problem has been corrected by BBM or a qualified vendor contracted by the Department.

Any spaces remaining on a log sheet at the end of a month will have a diagonal line drawn across them. If there are no occurrences for the entire month a diagonal line will be drawn across all spaces and the word "Negative" will be written on that page.

If the Veeder-Root printout does not show any alarms or problems then no entry in the Log is required. A copy of the Veeder-Root printout will be placed in the Log and no further action is necessary.

All shift Garage Supervisors will be responsible for maintaining this log. The 8-4 Garage Supervisor will be responsible for the Veeder-Root printouts and shall initial the printout before securing it in the log book. Borough Operations Superintendents will make this a part of their monthly Fuel Book inspection and initial the last page of each calendar month.

Note that entries are to be made in this log only for tanks with a Veeder-Root system. No entries are required for tanks that have petrometers or stick measuring systems. On the last Wednesday of each calendar month, a copy of the Veeder-Root printout will be placed in an envelope and secured in the Fuel & Lubricant Book.

These U.S.T. Occurrence Logs along with Fuel & Lubricant Book will be archived as per Department regulations.

The Daily Occurrence Log will be filled out as follows:

## Underground Storage Tank Daily Occurrence Log

Location: \_\_\_\_\_

Month:   A   Year:   B  

Sheet:   C   of   

Date	Tank #	Fuel/Oil Type	Type of Alarm/Spill	Action Taken	BBM or Vendor Action / Repairs Made	Date Corrected/ Corrected By	Person at BOO Notified(Only for Spills)	Supervisors Name (Print/Sign)	Comments
D	E	F	G	H	I	J	K	L	M

- A. Current Month
- B. Current Year
- C. Sheet Number (If multiple sheets are required for a month)
- D. Date of Entry
- E. Tank number of tank with problem
- F. Type of product in the tank (i.e. U for Unleaded, D for Diesel, H for Heating Fuel, HO for Hoist Oil, etc)
- G. Type of Veeder-Root Alarm
- H. Action taken to rectify the situation – be specific (i.e. “4 gallon spill cleaned up with absorbent” or “high water alarm, referred to BBM”)
- I. Action taken by BBM or Vendor and were repairs made
- J. Date when the alarm condition was corrected and who corrected the condition (i.e. Garage Supervisor, BBM, maintenance company, etc)
- K. If a spill has occurred, enter the contact person at BOO in this column and follow normal procedures according to the Department Message regarding “Petroleum Product Releases”
- L. Garage Supervisor will Print and Sign his/her name in this column
- M. Comments

## APPENDIX E

### PETROLEUM PRODUCT RELEASE

The following procedure will be implemented in the event of a surface spill of any petroleum product.

1. All efforts will be made to prevent the spread of the spill. Dike off the area with sand, wood, etc. Special attention must be given to areas leading into surface waters and routes to subsurface waters (i.e. sewers, storm drains, etc.).
2. Petroleum product-absorbent materials will be used to contain and recover the product (i.e. Speedy Dry, Absorb-All, sand, etc.)
3. Notify the Bureau Operations Office immediately, at 646-885-4857, or in the Bureau of Solid Waste Management, notify the Operation Control Office (O.C.O.) at 646-885-4695.
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 (646) 885-4855. Within two hours after discovery, if it is determined that the amount of petroleum product released is five (5) gallons or more, the Bureau Operations Office will report the spill to the DEC Spill Hotline at 518-457-7362.
5. The facility must immediately discontinue operation of any leaking tank system and take the tank system temporarily out of service or close the tank system until repairs are made.
6. An Unusual Occurrence Report (D.S. 779) will be prepared and submitted.



## APPENDIX G

### 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 applicable 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, and take a reading utilizing the applicable measuring device (i.e. Petrometer, Stick Line, Veeder-Root [print out the reading], 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) Department of Consumer Affairs metal seals are intact, verify the truck meter is set at zero then initial the ticket prior to its insertion into truck meter. Only after the above have been completed will the Supervisor allow the vendor to hook up to the tank fill pipe. Extreme caution is to be taken to ensure the hook-up is made to the correct tank fill pipe (Refer to Appendix F for Fill Port Tags and Color Coding). NOTE: FOR UNLEADED 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 unleaded gasoline delivery shall take place unless this requirement is met.

The Supervisor will see the delivery begin and remain in the presence of the vendor until the delivery is completed. The Supervisor will compare numbers on the meter and the ticket before signing the ticket.

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

Thirty (30) minutes after a drop is made a reading will be taken from the applicable measuring device and compared to the amount shown in the Fuel and Lubricant Record Book. If a variance is found, it will be noted in red (in the remarks column) with the time and Location Supervisor's initials. If the variance is greater than 1 % (one percent) of the tank capacity, an Unusual Occurrence Report (D.S. 779) with the amount of variance, invoice number, truck number, order number and vendor's name will be prepared and forwarded through channels to the Borough Operations Office and distributed to the Bureau Operations Office. The Bureau Operations Office will notify the Energy Manager of the Bureau of Support Services. 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 two (2) more times, taking a reading each time. The second and third readings should match; if they do not match, the third reading will be used to determine a variance, if any.



## APPENDIX I

### FIRE DEPARTMENT CERTIFICATES OF FITNESS TO DISPENSE FUEL

Garage officers at locations responsible for dispensing fuel must ensure that the "Certificates of Fitness" as required by FDNY 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, New York, NY 10013 with the following:

(1) A completed FDNY Form A-20 "Certificate of Fitness Application" and a letter from the Location Supervisor containing the following:

- i. Garage Number & Borough Command;
- ii. Department address: 125 Worth Street, New York, NY 10013. for Supervisor and Garage address for Sanitation Worker;
- iii. Employee's full name;
- iv. Employee's title;
- v. Employee's badge number;
- vi. Employee's shift;
- vii. Employee's appointment date;
- viii. Employee's duties, i.e. Supervisor or, "Gas and Oil Dispenser Operator"; and
- ix. 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 FDNY, Division of Fire Prevention, 250 Livingston Street, Brooklyn, NY 11201.

NOTE: The FDNY 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 i through ix;
2. A completed FDNY Form A-20 "Certificate of Fitness Application";
3. The renewal portion of the current certificate.

If further information is required, please call the Bureau Operations Office, Administration Unit Room 823, at 646-885-4992.

\*CHARTS ARE NOT AUTHORIZED FOR THIS PURPOSE

## APPENDIX J

### 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 measurer compares the amount of motor fuel discharged by the pump against the amount registered on the pump as dispensed, thereby 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 the pump's calibration by drawing exactly five (5) gallons from each active pump (as measured by the pumping indicator) into the measuring can. This test will be made weekly, on Wednesdays (if a holiday falls on Wednesday, perform the previous day) on the 0800-1600 shift and a notation shall be made on the D.S. Form 740.

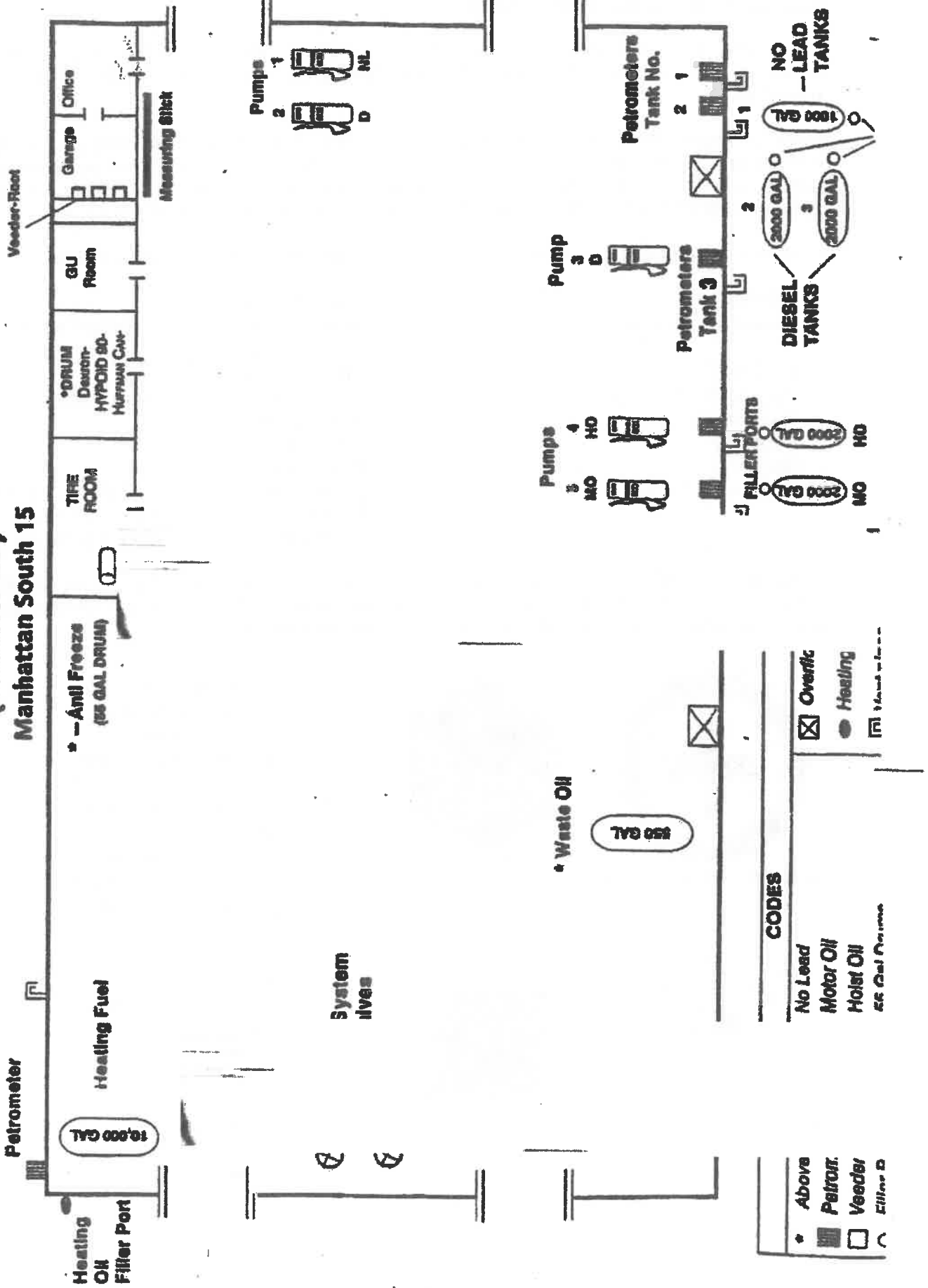
A discrepancy within five (5) cubic inches above or below the mark is considered accurate. When a pump shows a discrepancy of more than five (5) cubic inches, a second drawing will be made. If a discrepancy still exists, the pump inaccuracy must be reported to the Borough Operations Superintendent and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

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

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



# LOCATION FLOOR PLAN (EXAMPLE) Manhattan South 15



## APPENDIX L

### FILL PORT TAGS AND COLOR CODING


Every Aboveground Storage Tank must be marked with the following: (1) tank registration identification number; (2) tank design capacity; and (3) tank working capacity.

Every Underground Storage Tank must have a label at the fill port specifying: (1) tank registration identification number; (2) tank design capacity; (3) tank working capacity; and (4) type of petroleum that is able to be stored in the tank system. The tag or label must be permanently fastened to the fill port (i.e. bolted, chained, zip tied, etc.).


Every tank system fill port must be permanently marked and color coded as follows:

PRODUCT	COLOR/SYMBOL
Unleaded Gasoline	White circle with black border and black cross in center
Heating Oil (No. 2 Fuel Oil)	Green hexagon
Heating Oil (No. 6 Fuel Oil)	Green hexagon with black or white "6"
Hydraulic Oil	Black square
Waste Oil	Purple square
Motor Oil	Black square
Biodiesel Blends	Bronze hexagon with yellow border (biodiesel blend indicated in black or white lettering inside bronze hexagon)


All personnel (Officers and Sanitation Workers) are to be instructed as to the correct color coding. The fill port symbol must be maintained and repainted, if necessary. B.B.M. can provide stencils of the product symbols described above.




**LOW GRADE WITH ETHANOL**



**NO. 2 FUEL OIL**



**BIODIESEL**



**WASTE OIL**

- Unleaded Regular
- Unleaded Midgrade
- Unleaded Premium
- Unleaded Regular w/Ext.
- Unleaded Midgrade w/Ext.
- Unleaded Premium w/Ext.
- Kerosene
- Kerosene High Sulfur
- Kerosene Ultra-Low Sulfur
- #1 Fuel Oil High Sulfur
- #1 Fuel Oil
- #2 Fuel Oil High Sulfur
- #2 Fuel Oil
- Diesel Ultra-Low Sulfur
- Diesel
- Diesel High Sulfur
- Biodiesel
- Alcohol Based Fuel
- Monitoring Well
- Vapor Recovery
- Used Oil



		<b>PUMP NO.</b>				
<b>UNLEADED</b>	Totalizer No. End of Shift					
	Totalizer No. Start of Shift					
	Gallons Dispensed					
		<b>PUMP NO.</b>				
<b>DIESEL</b>	Totalizer No. End of Shift					
	Totalizer No. Start of Shift					
	Gallons Dispensed					
		<b>PUMP NO.</b>				
<b>ETHANOL</b>	Totalizer No. End of Shift					
	Totalizer No. Start of Shift					
	Gallons Dispensed					

<b>UREA</b>	Totalizer No. End of Shift					
	Totalizer No. Start of Shift					
	Gallons Dispensed					

<b>SHEET TOTALS</b>	<b>UNLEADED</b>	<b>DIESEL</b>	<b>ETHANOL</b>	<b>UREA</b>
DS 1713				
DS 1713A				
<b>SHIFT TOTALS</b>				





**sanitation**

**MONTHLY REPORT OF GASOLINE AND DIESEL FUEL RECEIVED AND CONSUMED DS 1063A (11-00)**

LOCATION

MONTH

FUEL		DISTRICT												TOTALS			
															GASOLINE	DIESEL	
1.	Gas and Diesel on hand 1st of Month	Gas															
	Diesel																
2.	Gas and Diesel Received	Gas															
	Diesel																
3.	Gas and Diesel dispensed to other agencies	Gas															
	Diesel																
4.	Gas and Diesel dispensed to Sanitation	Gas															
	Diesel																
5.	Total Gas and Diesel dispensed 3 + 4 = 5	Gas															
	Diesel																
6.	Total Gas and Diesel on hand end of month	Gas															
	Diesel																

Gar. Supv. Signature

Date

Dist. Supt. Signature

Date

ORIGINAL — LOCATION

DUPLICATE — BOROUGH







**THE CITY OF NEW YORK Department of Sanitation**  
**FUEL DISPENSED TO FIELD LOCATIONS DS 1078 (10.93)**

TRUCK NUMBER	OPERATOR	DATE	SHIFT
	<b>UNLEADED</b>	<b>DIESEL</b>	<b>TANK NO.</b>
AMOUNT ON HAND			1
AMOUNT DISPENSED			2
<b>TOTAL BALANCE</b>			3
AMOUNT RECEIVED			4
<b>NEW TOTAL</b>			5
RECEIVING LOCATION			6
		<b>METER START OF SHIFT</b>	<b>METER END OF SHIFT</b>
		<b>DATE RECEIVED</b>	
<b>RECEIVING OFFICER'S SIGNATURE</b>		<b>OPERATOR'S SIGNATURE</b>	

**WHITE -- DELIVERY TRUCK**

**YELLOW -- LOCATION**

1. How far away should employee vehicles be parked from where Fuel & lubricants are stored?

- A. 5 Feet
- B. 75 Feet
- C. 50 Feet
- D. 25 Feet

2. The Fuel & Lubricant Record book is also known as the:

- A. DS-240
- B. DS-1005
- C. DS-501
- D. DS-740

3. What is the safest maximum capacity diesel or unleaded gas tanks should be filled to?

- A. 75%
- B. 90%
- C. 100%
- D. 95%

4. Who of the following need to be present when receiving a fuel drop from the vendor?

- A. Deputy Chief
- B. Sanitation Worker
- C. Garage Officer
- D. G.U

5. What is the maximum allowable variance after receiving a fuel delivery?

- A. 1% of tank capacity
- B. 10% of Tank capacity
- C. 1% of delivery total
- D. 5% of delivery total

6. How long after a fuel delivery should a fuel reading be taken from the veeder- root/ measuring device, to compare what was actually received?

- A. 5 minutes
- B. 15 minutes
- C. 10 minutes
- D. 30 minutes

7. When does DSNY notify D.E.C about a spill?

- A. When the spill is greater than 1 gallon
- B. When the spill is greater than 5 gallons
- C. When the spill is greater than 50 gallons
- D. When the spill is greater than 10 gallons

8. The list of A, B and C Operators are to be kept current, in a cabinet prominently shown in the Superintendent's office:

- A. True
- B. False

9. A garage foreman should refuse a fuel delivery from the vendor if the two (2) consumer affairs seals are broken:

- A. True
- B. False

10. All city and federal agencies are authorized to fuel up their vehicles at DSNY locations that dispense fuel as long as they fill out a DS-1713A:

- A. True
- B. False

11. How often do man ways need to be checked by the Garage Supervisor?

- A. Once a week
- B. Twice a week
- C. Once a month
- D. Once a day

12. How often will the District Superintendent check the Fuel & Lubricant record book?

- A. Once a Month
- B. Every 6 months
- C. Every Thursday
- D. Every other week

13. The unleaded filler port is painted with what

- A. Black square
- B. Green Hexagon
- C. White circle with black border & black cross
- D. Bronze hexagon with yellow border

14. Which day of the week will a Huffman Test be performed?

- A. Monday
- B. Wednesday
- C. Friday
- D. None of the above

15. When authorized OCA's and/or Federal Agencies receive fuel at a DSNY location, a DS-1713A must be filled out.

- A. True
- B. False

16. Which form is to be filled out and sent to BCC when requesting barrels of Anti-Freeze?

- A. DS-808
- B. DS-1713
- C. DS-58
- D. DS-801

17. At what time is the 2400-0800 Garage Supervisor required to submit the locations 'fuel on hand' via the DSNY Computerized Messaging System?

- A. 2400
- B. 0800
- C. 0700
- D. 0500

18. When measuring fuel in an A.S.T. or U.S.T., what device (s) are used?

- A. Veeder-Root
- B. Petrometer
- C. Stick Line
- D. All of the above

19. For a Veeder-Root alarm, how much water must there in the tank in order for BBM to be notified?

- A. 50 gal.
- B. 3 gal.
- C. 10 gal.
- D. Any amount

20. Whose authorization is needed if an OCA is requesting to fill up a fuel can at a DSNY location that dispenses fuel?

- A. Assistant Chief of Operations
- B. Borough Chief
- C. Assistant Chief of Equipment
- D. Chief of Operations

21. Above Ground Storage Tanks (AST) will be inspected

- A. Daily
- B. Weekly
- C. Monthly
- D. When veeder root alarm goes off

22. Which of the following is when Fuel Pumps should be locked:

- A. When they are not attended
- B. On Sundays
- C. When a pump is down
- D. All of the above

23. The Veeder Root alarm will trip when the Underground Storage Tank (UST) is approximately 10% capacity or below.

- A. True
- B. False

24. How many times does the Petrometer need to be pumped before a reading is taken?

- A. 5 pumps
- B. 1 pumps
- C. 15 pumps
- D. 10 pumps

25. How many times must Petrometer test be conducted in order to obtain an accurate reading?

- A. 1
- B. 2
- C. 3
- D. 4

26. Truck and/or vehicle washing is permitted to be done near fill ports during emergency operations

- A. True
- B. False

27. Supervisors should have the Vendor Tanker delivering Bulk amounts of fuel, make deliveries at ½ speed.

- A. True
- B. False

28. Under the NYC Anti-Idling law, how long is a vehicle permitted to idle for

- A. 5 Minutes
- B. 1 minutes
- C. 10 minutes
- D. 3 minutes

29. When performing a Huffman test, if a Holiday falls on a Wednesday, when does is the test done?

- A. The day after the holiday
- B. The following Wednesday
- C. The Day Before
- D. It is skipped that week

30. At what level in the tank are CNG vehicles required to be fueled?

- A.  $\frac{1}{2}$  Full
- B.  $\frac{1}{4}$  full
- C.  $\frac{3}{4}$  full
- D. When its empty

31. Above Storage Ground Tanks (AST) 10-year inspection log only applies for tanks built before:

- A. 01/01/1991
- B. 12/31/1989
- C. 11/25/1985
- D. 12/27/1986

32. How often does the UREA handle need to be soaked to prevent crystallization?

- A. Once a Month
- B. One a day
- C. Twice a week
- D. Once a week

33. How close do charged, and fully functioning fire extinguishers need to be from all fueling stations?

- A. Within 25 feet
- B. Within 50 feet
- C. Within 75 feet
- D. Within 10 feet

34. The Fuel & Lubricant Book (DS-740) is used for a period of 6 months starting when:

- A. January 15 & July 15
- B. April 1 & October 1
- C. January 1 & December 1
- D. April 15 & October 15

35. What must the Supervisor do if he/she makes an error in the DS-740

- A. Erase it
- B. Circle and initial in red ink
- C. Correct with White out
- D. Circle and initial

36. Emergency requests for heating oil do not exceed:

- A. 1000 gallons
- B. 500 gallons
- C. 250 gallons
- D. 2500 gallons

37. 'DEF Pump Down' would fall under what priority when entering the request in Avantis:

- A. Emergency Priority
- B. Priority 1
- C. Priority 2
- D. Priority 3
- E. Priority 4

38. 'One Fuel Pump Down' would fall under what priority when entering the request in Avantis:

- A. Emergency Priority
- B. Priority 1
- C. Priority 2
- D. Priority 3
- E. Priority 4



39. The Huffman test can is measured in increments of what:

- A. Ounces
- B. Liters
- C. Gallons
- D. Cubic Inches

40. A copy of the 'Location Floor Plan' is affixed where?

- A. Cabinet in the garage office
- B. Cabinet in the Superintendent's office
- C. Garage Office & Borough Office
- D. Inside front cover of the DS-740

41. Who enters the fuel & lubricants used for a 'PM' by the mechanic?

- A. The Mechanic
- B. Garage Supervisor
- C. G.U
- D. N.D.S

42. The Garage Officer is responsible for recording the EZ-Pass usage in Fulcrum for all Operators who do not have an Fulcrum Account

- A. True
- B. False

43. The EZ-Pass Inventory log book is also known as the

- A. DS-9
- B. DS-10A
- C. DS-74A
- D. DS-64A

44. Aside from Fulcrum, the DS-64B is also used to record daily EZ-Pass transactions:

- A. True
- B. False

1. C (EQ80)
2. D (EQ65)
3. B (EQ65)
4. C (EQ65)
5. A (EQ41)
6. D (EQ41)
7. B (EQ19)
8. B (EQ65)
9. A (EQ41)
10. B (MISC8)
11. A (FACILITY6)
12. C (EQ65)
13. C (EQ65)
14. B (PAP 2017-02)
15. A (MISC8)
16. C (MISC133, DS-58 BCC/BOO/BME REQUISITION FORM)
17. B (EQ65)
18. D (EQ65)
19. D (FACILITY6)
20. A (EQ65, EQ80)
21. C (EQ65, FACILITY6)
22. D (EQ80)
23. A (FACILITY6)
24. D (EQ41)
25. C (EQ41)
26. A (FACILITY6)
27. A (FACILITY6)
28. D (IDLING)
29. B (PAP 2017-02)
30. B (EQ54)
31. D (EQ65)
32. D (FACILITY6)
33. B (FACILITY9)
34. B (PAP 2017-02)
35. D (PAP 2017-02)
36. B (PAP 2017-02)
37. B (FACILITY17)
38. B (FACILITY17)
39. D (PAP 2017-02)
40. D (PAP 2017-02)
41. B (G.O 2010-05)
42. A (G.O 2017-03)
43. D (G.O 2017-03, DS-64A EZ-PASS INVENTORY)
44. A (G.O 2017-03, DS-64B EZ-PASS DAILY USAGE LOG)

## Miscellaneous PAP's & Department Messages Referencing Fuel

### Policy & Procedure:

PAP 2017-02 (Fuel & Lubricant Manual)

### Department Messages:

EQ3, EQ19, EQ41, EQ54, EQ65, EQ80

FACILITY6, FACILITY8, FACILITY9, FACILITY12, FACILITY17

MISC8

### General Orders

G.O 2010-05 (Vehicle Preventative Maintenance)

G.O 2008-17 (Snow Manual)

### Operations Orders:

O.O 2010-12 (Gas Card Program)

