Procedure #FPP-4025-A
Effective 03/10/06

PROCEDURE: FUEL TANK FILLING

DEFINITION: Proper steps to assure accurate, safe and environmentally compliant filling of ODOT fuel storage tanks.

RESPONSIBILITY		DUTIES
County Manager -or- Designee	1.	Determine fuel tank level is at a point where fuel shall be ordered. This determination is done by either sticking the tank or from an Automatic Tank Gauge (i.e. Veeder-Root ATG, or Red Jacket). Be consistent in your type of measurement.
	2.	Physically stick tank immediately prior to fuel delivery. The tank truck driver will usually do this, but an ODOT employee must be present to verify the beginning and ending stick readings. Inches must be verified and recorded on the Load Ticket/printed meter ticket and/or Bill of Lading.
	2A.	Fuel to tank Calibration: The stick and accompanying chart must be calibrated to the specific tank to accurately convert inches to gallons. If not, inaccurate readings will result and overfilling may occur. Make sure the stick is in good condition and numbers are legible.
	2B.	ATG: Take fuel level readings from the ATG, however, when filling the fuel storage tank, a stick reading must be made to verify existing fuel quantities.
	NOTE:	Make sure the stick is in good condition and the numbers are legible. Don't bounce the stick off the bottom of the tank. Remove it quickly once it gently touches the bottom of the tank. Measure through the same opening every time and record fuel levels to the nearest 1/8 inch.
	3.	An ODOT employee must be present at all times during the filling operation.
	4.	The fuel storage tank must be stuck after the fuel delivery is

completed. The fuel stick reading must be recorded (in inches) on the Load Ticket/printed meter ticket or Bill of Lading.

5. The Load Ticket/printed meter ticket or Bill of Lading will be signed only after the fueling is completed and the amount of fuel received, is compared to the amount specified on the printed meter ticket. There should be no discrepancies.

6. If a discrepancy if found, contact your District Auditor.