

FACILITIES & PLANNING SERVICES (F&PS)

Fuel Pump Dispenser Procedure and Safety Tips

Effective Date: October 19, 2020

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Purpose: Guideline for refueling university-owned vehicles at F&PS fuel pump.

Procedure:

1. For access to use the department fuel pump to fill university-owned vehicles (cars, trucks, golf carts and/or yard equipment), check in with the front desk personnel at F&PS Maintenance & Operations office (Building 16).
2. Office hours are Monday – Friday, 8am – 5pm, not including holidays. *Fuel is **not available** after hours (except for F&PS after-hours staff and Department of Safety Services staff).*
3. Fuel Log and Pump Access keys will be kept at the F&PS Front Desk during normal operating hours; when the office is closed, the Fuel Log will be kept on the shelf next to the key box.
4. Request access to the fuel pump and make sure the safety switch is turned on (provides power to pump).
5. The front desk personnel will start to complete the Fuel Log sheet (Date, Department, Name).
6. At the pump, after removing the dispenser handle from the nozzle dock, push the lever to the right to start the motor.
7. When fuel dispensing is complete, push the lever to the left to stop the motor and re-install the dispenser handle into the nozzle dock.
8. Report to the front desk personnel the number of gallons dispensed, to the tenth of a gallon (for example, 5.6 gallons) as indicated on the dispenser meter; they will complete the Fuel Log sheet.
9. All gallons dispensed each month are logged by department; that department is charged a reimbursement fee based on the current cost of the fuel.

Safety Tips when Refueling:

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

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

Any procedure other than this will not be honored.

Questions? Call F&PS @ x4360