



# Your Actions Prevent Stormwater Pollution!

## Standard Operating Procedures for Water Quality Protection

### Vehicle Fueling SOP

#### Why

**Standard Operating Procedures (SOPs)** have been prepared for all activities conducted as part of the City's Municipal Operations that have the potential to impact 'waters of the state. One of the primary goals of these SOPs is to **provide time-tested, generally accepted routine procedures that minimize the potential for release of pollutants from the site during the performance of municipal operations activities.**

#### What

**Vehicle Fueling** operations at the South Peoria Street Road & Bridge facility, as well as proper use of any fuel dispensing areas when using County vehicles, consist of operational best management practices (BMPs) developed to control pollutant discharges to the drainage system by promoting proper use of fueling equipment. Fuel-related pollution can include spills during fueling activities, as well as fuel spilled and remaining on vehicle after fueling operations that washes off in a storm event. These procedures are critical steps that must be included during all fueling activities, whether utilizing the Fuelman™ at the Road & Bridge Facility or when utilizing pumps at any gas station, as applicable. Being alert when "filling up" will reduce accidents.



#### Who

All City employees and City-contracted personnel who fuel City-contracted vehicles.

#### Where

At the Fuelman™ Fuel tanks at the Road & Bridge facility, and at any gas station utilized for fueling City-contracted vehicles or equipment.

### DO

- Be familiar with the County's Spill Prevention, Controls, and Countermeasure (SPCC) plan for overall information regarding spill prevention at the Road & Bridge Facility.
- Familiarize yourself with spill cleanup materials, and be ready to utilize. Use absorbent materials on small spills rather than hosing down the area.
- Inspect the fueling equipment for leaks or spills; report leaks in hoses or tanks to supervisor immediately.
- Stay with vehicle or equipment during all fueling operations.
- Clean up fuel spills promptly with DRY methods using an absorbent material, like kitty litter or the absorbent rags in the spill kits; spills are not 'cleaned up' until absorbent is disposed of properly.
- Only fill gas tank till automatic shutoff, if available; "topping off" greatly increases the chances of a spill. Replace nozzle ONLY after hose completely void of fuel.

### DO NOT

- DO NOT** ignore any instructional signs at the fueling pumps; these signs will provide additional information for operations.
- DO NOT** wash or hose down the fuel dispensing area except where the wash water will only enter the sanitary sewer drain as an approved discharge; use only dry methods, rags and absorbents, to clean up spills and leaks.
- DO NOT** top off fuel tank; utilize the automatic shutoff, if available on the dispenser for fueling operations, to let you know when tank is full.
- DO NOT** leave vehicle unattended during fueling.
- DO NOT** change engine oils or other fluids at the fueling operation location.