



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
Date	8/15/2014	12/11/2014	12/15/2014

<b>System:</b> Fuel Storage	<b>Procedure No. :</b> SOP 04
<b>Subsystem:</b> Training	<b>Page No. :</b> Page 1 of 4
<b>Person Responsible:</b> Program Manager	<b>Revision No. :</b> 01
	<b>Revision Date :</b> 4/23/15

## 1. Definitions

UST= Underground store tank and associated systems.  
 AST= Aboveground store tank and associated systems.  
 EPA= Environmental Protection Agency.  
 FDEP= Florida Department of Environmental Protection

## 2. Purpose:

To outline the maintenance and operation procedure of the UST and AST that stores, and dispenses gasoline and diesel for the City's fleet. To ensure all contractual maintenance is being performed at appropriate intervals

## 3. Scope:

- To maintain the tanks in compliance with the FDEP and the State /Federal EPA.
- To maintain the tanks in quality working order.

## 4. Responsibility:

- The **Program Manager** shall ensure that each employee, contractor and subcontractors responsible for the maintenance of the UST and AST storage tanks at City fuel sites are properly trained. A record will be kept in accordance to **COFL-FF-4.5.4 Control of Records**.
- Adherence to these written procedures will be the responsibility of all City employees, contractor and subcontractors responsible for the maintenance of the UST and AST storage tanks at City fuel sites.
- This includes all related maintenance and record keeping.



- d. Overall monitoring of this procedure including all inspections related to the UST and AST. Inspection records will be maintained in accordance with **COFL-FF-4.5.4 Control of records.**

5. **Procedure/process:**

## Maintenance and Inspection

### Daily

- a. Maintain a stocked and labeled spill kit on the site.
- b. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
- c. Inspect signage at the fuel site detailing the emergency procedure and contact personnel.

### Monthly

- a. Fueling areas and storage tanks shall be inspected monthly.
- b. Inspect all integral mechanical, electrical, and electronic parts of the fuel dispensers and replace as needed.
- c. Maintain calibration.
- d. Inspect
- e. Inspect and clean all sumps.
- f. Inspect and clean fill man-ways & caps.
- g. Inspect nozzles, hoses, & breakaways & replace as needed,
- h. Inspect all dispenser shear valves & replace as needed.
- i. Test low level & high level alarms.
- j. Test over fill alarm.
- k. Check printer for proper operation.
- l. Inspect tank monitor system.
- m. Check monitoring wells.
- n. Inspect underground and above ground tank equipment including turbine pumps, check valves, O-rings, fill & vent caps, pressure vents, gaskets, sump covers, lids, and bolts.
- o. Test EJ Ward Fuel Management System electrical, hardware and components.

### Quarterly

- a. Fuel filters shall be replaced on a quarterly basis.

### Yearly

- a. Pressure clean fuel site to include roof structure, ground and dispenser platforms.
- b. Perform Veeder root inspections and provide Certification.
- c. Perform test and provide leak detection Certification.



## Spill Response

- a. Conduct cleanups of any fuel spills immediately after discovery.
- b. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material and absorbent materials shall be swept up.
- c. Collected waste is to be disposed of properly.
- d. For spill response, please contact (754) 264-3414.

### 6. Training/Education

- e. Proof of training for maintenance contractor employees will be requested on a yearly basis and maintained in accordance to **COFL-FF-4.5.4 Control of Records**.

### 7. Consequences

Failure to comply with this SOP may:

- Result in fines for non-compliance to environmental laws and regulation relative to the discharge of hazardous waste.
- Violate COFL policy.

## RECORDS

Record	Where Filed	Responsible Individual	Indexing Method	Minimum Retention Time

## REVISION LOG

Issue No.	Issue Date	Description of Change(s)
01	4/23/15	Changed box on first page by adding revision number and date

AUTHORIZATION		
Name	Title	Date