



Verification	Originator	Approved	Issued
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TITLE: COFL-FF-EP-4.4.6-2 SOP05 Fuel Dispensing

System: Fuel Dispensing	Procedure No. : SOP 05
Subsystem: Training	Page No. : Page 1 of 4
Person Responsible: Program Manager	Revision No. : 01
	Revision Date : 4/23/15

1. Definitions:

- VIT=Vehicle information transmitter system.
- CANceiver= Electronic interface between fuel management system and vehicle's onboard diagnostic connector (OBD).
- OBD= Onboard diagnostic

2. Purpose:

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedures for delivering fuel into vehicles is critical for this purpose. Safety is always the priority.

3. Scope:

Initiate policies to establish gasoline and diesel dispensing procedures.

4. Responsibility:

- a. Adherence to these written procedures will be the responsibility of all City employees responsible for fueling City vehicles.

5. Procedure:

1. Pull the vehicle up to the appropriate pump i.e. gasoline, diesel; insure that the hose will reach the filler pipe.
2. Shut engine off.
3. Ensure that the fuel is the proper type of fuel.



4. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
5. Fuel tanks shall not be “topped off.”
6. Operator must remain alert while fueling vehicle or equipment.
7. The use of cell phone while fueling is strictly prohibited.
8. Smoking is prohibited.
9. Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
10. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the Facilities area.
11. Clearly post, on each dispenser panel, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

Fuel Management System activation

- a. Fuel scenario #1 – This would be the standard fueling scenario City of Fort Lauderdale employee with Employee card and no VIT or CANceiver equipment in his car, off road vehicle, or leased vehicle
 - Employee puts fuel pump nozzle into fuel filler neck of his car. This “claims the hose” so another driver will not enable it mistakenly.
 - Employee Inserts his Mag stripe employee card into the reader on terminal – software validates the card by its number. Driver hears “beep”.
 - Terminal will display: Present Key fob - software validates that the vehicle key fob is valid. Software confirms if mileage, engine hours, and/or gallon limits should be imposed per asset. If no key fob or employee card – No Gas. Call Site manager.
 - Terminal will display: Enter Odometer or Enter Engine Hours or won’t prompt (fuel can) based upon database information.
 - Drivers manually enter data on terminal keypad.
 - If invalid numbers are entered, terminal will display “Start Over”, sending driver back to step 1. If OK, proceed.
 - Terminal will then display “Select Pump”.
 - Employee is asked to select a pump nozzle (#1, #2, etc.) –
 - Terminal will display “Pump Ready”.
 - Employee goes back to pump and flips pump handle
 - Employee can now pump fuel
- b. Fuel scenario #2 City of FL employee with no Employee card or no key fob
 - Employee can’t fuel.
- c. Fuel scenario #3 – This is for use with a VIT or CANceiver City of FL employee with Employee card and CANceiver (or VIT*) in his car



- Employee puts fuel pump nozzle into fuel filler neck of his car. Terminal shows “VIT Validated” on display screen.
- Employee inserts his Mag stripe employee card into the reader on terminal – software validates the card by its number in the database.
- Terminal provides Driver feedback that card is valid with an audio “beep”.
- If card is invalid or offline - Terminal will display “Card Offline” meaning employee cannot fuel.
- Terminal will then display “Select Pump”.
- Employee is prompted to select a pump nozzle (#1, #2, etc.) – software validates fuel type matches database for that vehicle. Part of the database will designate pump #1 as unleaded, pump #2 as diesel, etc.
- Terminal will display “Pump Ready”.
- Employee can now return back to rear of car and pump fuel
- Employee removes fuel nozzle from filler neck which ends transaction
- CANceiver downloads odometer reading, OBD info, etc. into terminal through hose module while car is fueling.

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

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



AUTHORIZATION		
Name	Title	Date