


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-18</b>
<b>Subject:</b>	<b>Fuel Oil Handling-Emergency Generators</b>	<b>Effective Date:</b>	<b>January 1990</b>
		<b>Revised Date:</b>	<b>December 2019</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

Specific procedures will be followed when ordering fuel oil, transferring oil from the delivery truck to the underground/above ground storage tanks, or when a spill or release to the environment occurs.

**Purpose**

To ensure that all fuel oil orders are for an amount that does not exceed a tank's remaining capacity and that the transfer of oil is done in a safe and orderly manner. Also, in the event of a spill, the proper actions are taken and the proper departments are notified.

**Procedure**

1. A technician will read the fuel tank gauge weekly and record the volume in the tank. The Electrical Systems Manager will ensure that fuel oil is purchased when the volume of fuel in the tank is less than 50%. The technician will also inspect the tank for leaks causing loss of product.
2. Maintenance personnel will observe all transfers of fuel oil. The observer is responsible to assure that the tank filler remains at his post throughout the refueling process. The observer will sign receipt and see that area is clean and that no hazards remain.
3. If a spill occurs, enact the UT Spill Prevention Control and Counter Measures Plan (SPCC) located within the general area of tank. Contain the spill as best as possible and contact Campus Police at extension 383-2600, Safety & Health Department at extension 383-5069, and the Manager, Electrical Maintenance extension 383-5499. Assist in the clean- up of spill if required by Safety & Health personnel. **All spills must be reported and cleaned up completely. Under no circumstances should any fuel oil be discharged to the sanitary or storm drainage systems.**
4. A record of the amount of fuel used quarterly by each emergency generator should be submitted to the Safety & Health Department for use in the compilation of the year's emission report to the Ohio EPA.