

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2303
	SECTION: 2300	BUILDINGS, GROUNDS, AND FACILITIES
	SUBJECT: FUEL DELIVERY FOR STORAGE TANKS	

Purpose: To meet state requirements for overfill and spill protection for storage tanks.

Scope: It is the responsibility of the station captain to assure this SOP is adhered to.

Procedure:

At the time of delivery, the following shall be performed to prevent filling the tanks past ninety-five percent (95%) capacity and to prevent fuel spillage. Refer to *Tank Chart, attached Form 1.*

1. Stick the tank(s) to be filled to assure the amount of fuel being delivered will not fill the tank(s) above 95% capacity. A reading of 45 inches on the stick is equivalent to 95% of capacity.
2. Record the date and time of fuel delivery.
3. Record the amount of fuel delivered to each tank.
4. Witness that, at the end of fuel delivery, the disconnecting of fill hose will not cause a spill or release of fuel.
5. Fuel fill areas shall be locked after filling.
6. Signature of station captain.

A *Fuel Delivery Log, attached Form 2,* shall be used for recording the above information.

DATE: 5/01/98	APPROVED: 	PAGE 1 OF 1 PLUS 2 FORMS
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