



ENVIRONMENTAL HEALTH & SAFETY

505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-7531 EMAIL: ehs@ramapo.edu
www.ramapo.edu/ehs

Vehicle Fueling Policy

I. 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, mobile fuel tanks, and storage tanks is critical for this purpose.

II. Scope

These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations. All gas fueled Ramapo College Vehicles are currently fueled off campus. Diesel vehicles and small gas engines are still being fueled on campus at the time of revision.

III. Standards and Specifications (for vehicle and equipment fueling)

- a) Shut the engine off
- b) Ensure that the fuel is the proper type of fuel.
- c) 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.
- d) Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill. Exception: Small 5 Gallon portable gas cans used for emergency refueling or small engine refueling
- e) Fuel tanks shall not be "topped off."

IV. Standards and Specifications (for bulk fueling)

- a) Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- b) Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- c) Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- d) A trained employee must always be present to supervise during bulk transfer.

V. Spill Response

Contact Public Safety at (201) 684-6666 upon the discovery of a spill.
Refer to the Spill Prevention Control and Countermeasures Plan for more Instructions.

VI. Maintenance and Inspection

Fueling areas and storage tanks shall be inspected monthly by Environmental Health and Safety (EHS).

Keep an ample supply of spill cleanup material on the site.

Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.



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VII. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.