

VEHICLES – FUELING

1. Preparation

- a. Train employees on proper fueling methods and spill cleanup techniques.
- b. Employees to follow Fuel Purchasing Policy and Procedure.

2. Process

- a. Shut off the engine.
- b. Ensure that the fuel is the proper type of fuel for the vehicle.
- c. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut off to prevent overflow.
- d. Fuel vehicle carefully to minimize drips to the ground.
- e. Fuel tanks shall not be “topped off”.
- f. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the facilities area.
- g. When fueling small equipment from portable containers, fuel in an area away from storm drains and water bodies.

3. Clean Up

- a. Immediately clean up spills using dry absorbent (e.g., cat litter, sawdust, or other dry absorbent) Sweep up absorbent material and properly dispose of contaminated clean up materials. For any questions regarding appropriate disposal methods and procedures for disposal of cleanup or spill materials, contact Salt Lake County Health Department (801-580-6681)
- b. Large spills shall be contained as best as possible. Follow SOP **“IDDE-Spill Containment and Clean Up”**

4. Records

- a. Document training of employees