



***Department of
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Vehicle and Equipment Re-fueling

Safe Practices and Pollution Prevention Protocols

Overfills, spills, and leaks that occur during vehicle and equipment re-fueling at the University gasoline and diesel fuel pumps located on the west side of the Lincoln Building can contribute petroleum hydrocarbons and other contaminants to storm water runoff to sewers and surface water. In addition to this environmental regulatory concern and others, release of these fuels to the environment may also result in potential fire, physical (slips), and chemical/toxic hazards. Furthermore, such releases are also potentially deleterious to personal and University property (e.g., shoes/clothing, vehicles, and pavement).

As a result, the procedures described below must be adhered to when refueling to prevent the release of fuels to the environment. The procedures include both pollution prevention and, in the event of a release, containment and cleanup measures.

Cooperative and Essential Pollution Prevention Measures

All departmental managers and supervisors shall discuss with their employees the importance of the safe practices and pollution prevention protocols described herein to the employee, fellow University employees, the employee's department, and the University of as whole, i.e., importance in regard to worker health and safety, the environment, and the preservation of property. In addition, departmental management should initially and periodically discuss specific but practical and basic measures that should be employed to achieve the necessary pollution prevention objectives. These include, but are not necessarily limited to, the following universally-accepted safe practices:

- No cellular/mobile telephone use (i.e., all phones must be turned off) and no smoking within 25 feet (in all directions) of the fuel dispensers-per National Safety Council guidelines and National Fire Protection Association Code 30A (the fuel dispensing code).
- No “topping-off” fuel tanks.
- Shutting off engines.
- Utilizing sufficient time for the sake of safety and paying attention to the task at hand.
- Staying at the dispenser/fuel tank location (i.e., not sitting in vehicles during refueling).
- No unauthorized removal of locks from the fuel dispensers.
- No “jerry-rigging” or other misuse (or alteration) of the fuel hose nozzles.
- No stretching hoses across the driveway adjacent to the fuel dispensers, i.e., to the far side of vehicles.
- Notifying University Dispatch in the event of a fuel release (2911); who will, in turn, contact UAPD, Environmental and Occupational Health and Safety [EOHS], Grounds, and/or purchasing, as appropriate).
- Finally, but very importantly, also alerting employees (including those in the PFOC Building) and others in the immediate area if a release occurs.

If necessary or preferred and upon request, EOHS (x-6866) can assist departmental management in providing pollution prevention training regarding this issue (and/or others). Please note that due to University and environmental regulatory requirements, any such fuel release, at this fueling station or otherwise, must be reported by the responsible departmental manager or supervisor and to EOHS as soon as possible.

Required Protocols for:

Grounds, Purchasing, EOHS, and Other University Employees

The following safe practice protocols must be utilized consistently to reduce the risk of potential threats to the health and safety of university employees and others and to limit the potential impact to the environment (and resulting regulatory in consequences) the vicinity of the fueling station. These safety protocols include:

- In the event of a release, EOHS will direct spill control and cleanup activities, working in coordination with Grounds. Contamination from releases will not be considered clean up until all used petroleum absorbent and /or booms, etc. (provided by either Grounds or EOHS) are picked up and disposed of properly [by or in coordination with EOHS]).
- As needed, Grounds will "spot clean" leaks and drips. (It is noted that no chlorinated (halogenated)- or petroleum-based solvents, only surfactants/detergents or EOHS-approved natural/organic cleaners may be used.)
- Grounds will routinely the operational and physical integrity of the diesel fuel dispenser. Similarly, Purchasing will routinely observe the operational and physical condition of the gasoline dispenser. In addition, EOHS will also periodically examine the operation and condition of the fuel dispensers and surrounding area. The pumps, hoses, nozzles, etc. will be checked for leaks, shut-off effectiveness, corrosion, cracks, and other signs of obvious deterioration and/or malfunction.
- EOHS will label, observe, and maintain the storm sewers directly down gradient of the fueling station and within the University property boundary (with paint/stencil or equivalent) to indicate the fate of surface water flow from the area of the dispensers.
- EOHS will post and maintain signage to remind employees when re-fueling: to turn off the engine, not to smoke, to stand directly adjacent to fuel the dispenser and filling tank (at all times), and not to not top-off fuel tank.
- EOHS will place a permanent spill kit adjacent to the dispensers that will contain materials (e.g., shovel, broom, petroleum absorbent) for immediate use, by all appropriate University employees, for fuel spill cleanups.
- Employees must immediately report overfills, spills, and leaks to university Emergency Dispatch. (Please note that non-emergency situations, e.g., drips, pavement staining, and non-spill dispenser malfunctions [i.e., not associated with a release of fuel to the environment], should be reported as soon as practical to Grounds or EOHS, as appropriate.)
- Employees must also immediately report leaking vehicles to fleet maintenance and/or their manager or supervisor.

Conclusion

Due to potential serious safety and legal and environmental liability issues, failure to observe the fuel dispensing safe practices outlined above will lead to University disciplinary actions and/or legal actions (brought by the University, City of Akron, and/or State of Ohio). However, through the diligent and consistent adherence to the safe practices and pollution prevention protocols described above, the risks of threats to human health and the environment can be limited. If there are any questions or further information is required, please do not hesitate to contact EOHS at x-6866.

Fuel Spill Contact Numbers

- 🕒 University Dispatch/UAPD: x-2911 (24/7).
- 🕒 EOHS: x-6866 (Monday – Friday, 8:00 – 5:00).
- 🕒 Grounds: x-7415 (non-emergency cleanup/maintenance activities only).
- 🕒 Purchasing: x-6272 (non-emergency cleanup/maintenance activities only).

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