



**DEFENSE LOGISTICS AGENCY**  
**HEADQUARTERS**  
**8725 JOHN J. KINGMAN ROAD**  
**FORT BELVOIR, VIRGINIA 22060-6221**

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT:** Policy for Fuel Transfer Activities

**REFERENCE:**

- a: 40 CFR §112, "Oil Pollution Prevention," July 01, 2015
- b: OAC Chapter 3745-38, "Ohio NPDES General Permits," June 3, 2022

1. **PURPOSE:** To provide instruction for the proper delivery, unloading, and transfer of fuel products in accordance with Federal, State, local, and Defense Supply Center Columbus (DSCC) requirements contained in the Spill Prevention Control and Countermeasures Plan.
2. **APPLICABILITY:** This policy applies to any installation employee engaged in contracting, documenting, transferring, overseeing, or otherwise involved in the delivery or transfer of fuel products. This procedure incorporates the spill prevention requirements set forth in 40 CFR 112, as well as the storm water pollution prevention requirements of Chapter 3745-38 of the Ohio Administrative Code.
3. **SCOPE:** This policy establishes procedures for the delivery, unloading, and transfer of fuel products (i.e. fuel oil, diesel fuel, gasoline, oil, etc.) to underground storage tanks, aboveground storage tanks, and all fuel storage tanks associated with emergency power generators.
4. **FUEL TRANSFER PROCEDURE:** See Enclosure 1.
5. **POINT OF CONTACT:** For questions regarding this policy, contact the Environmental Management Division at [DSCC.Environmental@dla.mil](mailto:DSCC.Environmental@dla.mil).

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**KRISTINE FREELS**  
Site Director  
DLA Installation Management Columbus

## ENCLOSURE 1: FUEL TRANSFER PROCEDURE

### FUEL TRANSFER OPERATIONS:

1. Smoking is prohibited while loading or unloading the transfer vehicle.
2. The vehicle operator must be present during fuel transfer operations.
3. Prior to initiating transfer, a trained operator shall determine the fuel level in each receiving tank and ensure volume of fuel to be delivered does not exceed the fuel storage tank maximum capacity.
4. Fuel dispensing operations will be accomplished during daylight hours except under emergency conditions, and will be scheduled in advance whenever possible.
5. The fuel transfer from the tank truck must be overseen by an operator who, prior to dispensing, will ensure that locked valves and fill caps are unlocked and that spill response materials (adsorbent pads, wattles, etc.) are in adequate supply and are readily available.
6. Spill response materials will be present at the site. Contact the Environmental Management Division when materials have been spent, so that they can be replenished in a timely manner.
7. Tank truck brakes shall be set, the wheels shall be chocked, any necessary electrical grounding is in place (if not built-in to fueling connectors), and the vehicle operator shall remain with the tank truck during fuel dispensing operations.
8. During hose connection, tank filling, and hose disconnection, employ safe methods and precautions to avoid unnecessary dripping and/or releases from hoses and connection equipment. Ensure that the fuel storage tank is properly vented prior to connecting the hose.
9. When transferring fuel to storage tanks, ensure that nearby downstream catch basins and storm water drain openings are adequately protected by closing the adjacent storm drain valve or applying other storm drain protective measures prior to fuel dispensing operations to include making any hose connections. The storm drain valve shall not be opened, nor other protective measures removed, until the fuel transfer operation is complete, all hoses are properly drained and stowed, and any spillage has been contained and removed.
10. Prior to filling fuel storage tanks and again before the delivering tank truck departs the area, the lowermost drain and all outlets of the vehicle must be examined for leakage and if necessary tightened, adjusted, or replaced to prevent leakage while off-loading or while in transit.

11. Ensure all hoses on the delivering tank truck have been connected and are tight. A drip pan will be placed under the vehicle's unloading valve, or an adsorbent boom may be placed around the tank truck.
12. After fuel dispensing operations are complete, the fuel hoses will be disconnected in a manner that allows any excess fuel remaining in the lines to gravity drain into the storage tank, or be pumped back into the delivering vehicle tank. Any small dripping material shall be contained and removed.
13. The operator shall visually inspect the immediate area for any signs of possible releases.
14. If fuel spillage occurs during fuel dispensing operations, stop refueling operations immediately and follow DSCC Emergency Response and Spill reporting procedures contained in the DSCC Spill Response Policy.

#### MOBILE FUEL DELIVERY VEHICLE:

1. All fuel dispensing operations will be performed following the procedures in this policy.
2. When filling the mobile fuel tank, do not fill with more fuel than is required.
3. Upon completion of dispensing operations, ensure all contents of the tank have been dispensed so that the fuel delivery vehicle may be stored empty.
4. The mobile fuel delivery vehicle shall be parked in an appropriate location. Do not park the vehicle near catch basins or storm water drains.
5. When transferring fuel into emergency power generator tanks, all catch basins and/or storm water drain openings in the immediate area will be covered with a protective mat, protected with an adsorbent boom, or other suitable storm drain protective measures prior to fuel dispensing operations to include making any hose connections. Protective covers shall not be removed until the fuel dispensing operation is complete, all hoses are properly drained and stowed, and any spillage has been contained and removed.
6. When parking the mobile fuel delivery vehicle, the brakes shall be set and the wheels chocked.