



<i>Environmental Guidelines</i> Fueling Vehicles and Auxiliary Equipment	
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<i>Contact Person:</i>	Paul Bedard (DEQ)
<i>Controlled Copy Location:</i>	Not applicable.

Activity Description
The activity of dispensing fuel to: <ol style="list-style-type: none"> Vehicles and equipment from a stationary fueling system, including fueling from portable fuel cans, and Auxiliary power generation equipment.

Potential Environmental Risks
The following environmental concerns are associated with this activity: <ul style="list-style-type: none"> Fuel spills Fire and health hazards Air pollution & odors Disposal of contaminated spill response media Remediation of contaminated soils Remediation of contaminated ground water Collection, treatment and disposal of contaminated surface water Contaminated stormwater runoff
Potential consequences from performing the activity incorrectly: <ul style="list-style-type: none"> Property damage, personal injury, environmental damage, and costly site clean-up Regulatory noncompliance, notices of violation, and related financial & non-financial penalties

Critical Operating Requirements	
A. General Requirements	<i>Responsible: Anyone fueling or managing fueling area</i>
Prohibited Activities <ul style="list-style-type: none"> Spills of any kind shall not be washed into any sewer system or waterway, or on to any soils. Contaminated spill response material must be disposed of in compliance with the Environmental Guideline for General Regulated Waste Management. Do not fill portable containers in or on a vehicle. Do not dispense gasoline into unapproved containers. Do not dispense fuel into vehicles or equipment whose engine is running. 	

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Critical Operating Requirements

A. General Requirements	<i>Responsible: Operator</i>
General Considerations	
<ul style="list-style-type: none"> • Each operator conducting fueling activities is responsible for understanding the applicable regulations and managing their activities accordingly; this Environmental Guideline is meant as guidance only and does not supersede any regulations. • Fueling must occur in designated areas. • Follow fueling procedures focused on fire, overfill and spill prevention including the use of all spill prevention equipment during fueling activities. • Heed all local and state required Warnings and notifications posted in the dispensing area. • Shuff off the engine of the motor vehicle before dispensing fuel. • Allow small equipment to cool down (if recently running) before refilling its tank. • Stay with the vehicle or equipment while fuel is being dispensed; never leave the pump unattended! • Know where the automatic shut-off devices, fire extinguishers and spill absorbent are located. 	
Training Requirements	
<ul style="list-style-type: none"> • All operators of fueling equipment must be adequately trained in the proper fueling procedures, municipal facility runoff control plan (MFRCP), and spill prevention, control, and countermeasures (SPCC) plan, and emergency response procedures. 	
Storage & Materials Management Requirements	
<ul style="list-style-type: none"> • Maintain legible labels and markings on all containers, dispensers, and tanks. • Ensure adequate secondary containment for all bulk storage containers, and that all containers and containment are in good operating condition. <ul style="list-style-type: none"> ◦ Refer to the facility specific SPCC plan for detailed guidance 	

B. Planning Requirements	<i>Responsible: Facility Operators</i>
<p>B1. Prepare and maintain a training and preventative maintenance plan for all fueling and related equipment including tanks, support facilities, mobile fueling equipment.</p> <ul style="list-style-type: none"> • All personnel should be trained in appropriate spill response procedures in accordance with workplace safety and emergency response plans and SPCC regulations (if applicable). • Operating procedures should be written, communicated and available. • Maintain adequate supplies of spill response equipment and materials in locations where spills are likely to occur. • Maintain a spill response equipment inventory. 	
<p>B2. Review facility specific Spill Prevention Control & Countermeasure plan and Municipal Facility Runoff Control Plan (MFRCP) requirements (if applicable)</p>	

C. Critical Tasks	<i>Responsible: Operator</i>
C1. Conduct training for all staff involved in fueling activities prior to conducting fueling activities.	
C2. Do not walk away from the pump while fueling.	
C3. Do not top off tank.	
C4. Visually inspect fueling hoses, valves and piping for leaks and tears. Notify facility operators immediately of spills, leaks, any hazardous conditions or broken/damaged equipment.	

D. Emergency Response	<i>Responsible: Operator</i>
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<u>D. Emergency Response</u>	<i>Responsible: Operator</i>
<ul style="list-style-type: none"> • 311 (for Spill Reporting during normal business hours)..... 3-1-1 • DEH DEQ Emergency Response (after normal business hours) (303) 206-0001 	
D2. Call the Denver Fire Department immediately if there is any concern of ignition, fire, explosion, or any life threatening condition	
D3. If the facility is subject to SPCC rules, immediately follow emergency spill response procedures written in the plan.	
D2. Use absorbent materials to manage spills. Place used materials in an appropriate waste container. <ul style="list-style-type: none"> • See Environmental Guideline for General Regulated Waste Management. 	
D3. Use barriers to prevent petroleum contamination from entering any sewer, waterway or soils.	
D4. Spills of any kind shall not be washed into any sewer or waterway, or onto any soils.	
D5. Control spills to minimize property damage and eliminate imminent risk to human health and the environment.	
D6. Containerize all collected wastes and evaluate for labeling, storage, and proper disposal per the Environmental Guideline for General Regulated Waste Management.	

<u>E. Inspection & Maintenance Requirements</u>	<i>Responsible: Operator</i>
E4. If fueling hoses, valves, tanks and piping, or any appurtenances need maintenance, contact the Operator of the facility and Environmental Quality to arrange for repair.	

<u>Expected Records / Outputs</u>	
<u>Record / Output</u>	<u>Instructions</u>
1. Spill and release records for any spills	<ul style="list-style-type: none"> • Responsible party (for the spill) notifies DEH DEQ and completes spill report. • Spill reporting forms are available at DEH DEQ
2. Operator records of fuel deliveries and fueling operations relating to equipment operation, preventative maintenance and repair.	<ul style="list-style-type: none"> • Operator must maintain these records at the facility.
3. Evidence of training on MFRCP, SPCC and Operator SOP's	<ul style="list-style-type: none"> • While formal certifications are not always necessary, some form of "proof of training" (such as sign-in sheets and handouts) is expected and should be maintained on file by the Operator of the facility.
3. SPCC Plan (if applicable)	<ul style="list-style-type: none"> • Facility must maintain a copy of the most recent SPCC Plan.
4. Waste Management records	<ul style="list-style-type: none"> • Facility must inspect waste containers weekly for condition, appropriate labels, and volume. Contact Environmental Quality for disposal. • Records of weekly inspection must be complete and kept on site.

<u>References</u>

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References

Phone Numbers

- **DEQ Emergency Response (during normal business hours) (720) 865-5478**
- **DEQ Emergency Response (after normal business hours)..... (303) 206-0001**
- Gary Lasswell (Environmental Compliance Supervisor) (720) 865-5440
- Paul Bedard (Facility Compliance Program Administrator).....303-880-9865

Guidance Materials (list is not limited to the following)

- Compliance Bulletin
- Colorado Petroleum Storage Tank Regulations
- Facility specific SPCC Plan
- Facility specific Municipal Facility Runoff Control Plan
- Facility specific Emergency Response Plan
- Spill Response

Training Materials (list is not limited to the following)

- Operational procedures training (On-the-Job)
- Operator Standard Operating Procedures for fueling activities (if available)

Related Environmental Guidelines (list is not limited to the following)

- Remediation of Contaminated Soils
- Spill Response
- General Regulated (or Hazardous)Waste Management
- Management of Storage Tanks and Containers (SPCC Plan)

Applicable Regulations (list is not limited to the following)

- 40 CFR 50 – 95 Clean Air Act Regulations
- 40 CFR 110.3 Discharge of Oil
- 40 CFR 112 Oil Pollution Prevention (SPCC OPA/Plans)
- 40 CFR 240 – 299 RCRA hazardous waste regulations
- 49 CFR 100 – 185 DOT Regulations
- 6 CCR 1007 Colorado hazardous waste regulations
- 7 CCR 1101-14 Colorado Storage Tank regulations
- NFPA 30, Flammable and Combustible Liquids Code
- DFD Codes

Other Documents (list is not limited to the following)

- Operator standard operating procedures for equipment operations, and spill prevention, countermeasure and control activities

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