



Standard Operating Procedure 004: Remote Fueling

1.0 PURPOSE

To reduce the storm water and ground contamination impacts associated with improper dispensing of fuel and/or accidental spills associated with remote fueling, corrective and preventative maintenance activities and ensure compliance with the Federal Oil Pollution Act of 1990, the Federal Clean Water Act, the Federal Resource Conservation and Recovery Act and the Virginia Pollution Discharge Elimination System.

2.0 REFERENCES

- 2.1 Environmental Aspects, Objectives and Targets, and Management Programs
- 2.2 Training, Awareness and Competence
- 2.3 Emergency Preparedness and Response
- 2.4 Resource Conservation and Recovery Act (RCRA)
- 2.5 ISO 14001 Standard (Operational Controls)
- 2.6 Spill Prevention, Control and Countermeasures Plan (SPCC)

3.0 SCOPE AND RESPONSIBILITIES

- 3.1 The scope of this procedure encompasses all remote fueling operations on any of the Port of Virginia owned Marine Terminals
- 3.2 The Facilities, Vehicle and Crane Maintenance Divisions are responsible to ensure that proper methods and procedures are used when fueling equipment at remote locations and to ensure that any spills and/or leaks are properly reported abated, and the spill cleanup materials are properly disposed of.

4.0 REQUIREMENTS

4.1 FUEL TRUCK INSPECTION REQUIREMENTS:

In addition to the scheduled preventive maintenance requirements, before employees operate the fuel truck, a visual pre-operational inspection on the fuel truck shall be conducted;

- 4.1.1 Fuel nozzle is clean and is in good working order with no leaks.
- 4.1.2 Fuel hose couplings and pumps shall be in good working order with no leaks.
- 4.1.3 Fuel hose shall be free of crimps, kinks or defects such as nicks, cuts or saturation.
- 4.1.4 Fire extinguishers shall be of ABC type and within inspection periodicity.
- 4.1.5 No smoking signs are legible and posted on the truck
- 4.1.6 Fuel truck shall carry spill clean-up materials:

4.1.6.1 Examples of spill clean-up materials to stock on fuel truck: (spill trucks may stock some or all of the examples below and are not limited to these examples)

- Non-water absorbent pads
- Storm water inlet pad covers
- containment boom
- oil dry
- shovel and disposal bag to place used spill clean-up materials

4.2 FUEL TRUCK REQUIREMENTS:

4.2.1 The fuel truck shall have NO SMOKING posted on the truck.

4.2.2 The truck shall have fire extinguisher(s).

4.3 PERSONNEL EQUIPMENT:

4.3.1 In the event of a spill, the following information shall be transmitted by the Foreman or his designee to the Port Police/SECURITAS:

- The name of the individual
- Exact equipment location
- Type of equipment
- Estimated size of spill
- Point of contact

4.3.2 This information shall be relayed to the VPA Police at 440-7070 (SECURITAS)

4.4 GENERAL "LARGE" EQUIPMENT REMOTE FUELING OPERATION

4.4.1 The transmission of the fuel truck shall be placed in neutral, the parking brake engaged with the flashing hazard and warning beacons turned on.

4.4.1.1 **VIP Only** – Before fueling, put the truck in neutral and engage the PTO.

4.4.2 If fueling on a grade, the fuel truck shall be parked up grade from the equipment.

4.4.3 The fuel hose and nozzle shall not be dragged on the ground or left on the ground.

4.4.4 The fuel nozzle shall not be left unattended while pump is engaged and/or nozzle is in the dispensing position.

4.4.5 The fuel nozzle shall not be gagged.

4.4.6 The equipment that is to receive fuel shall be shut off and operators shall not be on the equipment during refueling operations.

4.4.6.1 This is N/A for APMT since fueling is done on top of the ST Beam.

4.4.7 Ensure the fuel-dispensing nozzle is secure to the fill pipe to prevent spillage, fueler shall remain at the nozzle while fueling Strads incase the auto cut off malfunctions.

4.4.8 Squeeze the trigger slowly and fill the tank until the nozzle shuts off automatically.

4.4.9 **DO NOT “TOP OFF”**. This will prevent overflow when the petroleum product warms up and expands.

4.4.10 Push the nozzle in slightly, then lift up the handle and pull the nozzle out. Wait 5 seconds before removing the nozzle, this will prevent spit back.

4.4.11 Any drips shall be cleaned up immediately using the spill materials described in Section 4.1.6. This will prevent the diesel fuel additive such as MTBE from entering the storm water inlets.

4.5 **NIT LOCATED STRADDLE CARRIERS**

4.5.1 **Straddle Carriers That Require a “Raised” Fueling Method**

4.5.1.1 Once on the top of the fuel truck. Never use the nozzle to release the locks on the fuel cap.

4.5.1.2 Once the driver is in the right position the fueler will turn the PTO switch on. Once the PTO is engaged the truck will not move.

4.5.1.3 Then release the safety clamp and lift the cap up.

4.5.1.4 Put nozzle in tank

4.5.1.5 Repeat for the other side.

4.5.1.6 When finished turn PTO switch off so that the driver can go to the next machine.

4.6 **VIG LOCATED RUBBER TIRE GANTRY CRANES**

4.6.1 The crane gantry functions will be locked out using the means provided.

4.7 **PMT LOCATED SHORE CRANES**



- 4.7.1 The crane gantry functions will be locked out using the means provided. One person will be positioned at the fuel tank to observe the level of fuel in the tank prior to starting the delivery and until delivery is completed.
- 4.7.2 All equipment have non-drip connectors
- 4.7.3 Remove cover from dry break coupling on the crane fill pipe. Attached fuel dispensing hose from truck to dry break coupling on the crane fill pipe. Ensure the fuel-dispensing nozzle is secure to the fill pipe to prevent spillage. Open dry break coupling by turning handle on fuel dispensing hose so it is parallel with hose.
- 4.7.4 Squeeze the trigger slowly and begin filling the tank. The person observing the fuel level gauge at the tank will alert the person on the ground via radio when the level in the tank has reached 90% or about 6 to 8 inches from the tip of the fuel tank level gauge. Stop fueling at this point.
- 4.7.5 Close the dry break handle on the fuel dispensing hose by returning it to the perpendicular position. Remove fuel dispensing hose and secure on the fuel truck. Install cover on dry break coupling on crane fill pipe.

4.8 **RMT Located Shore Cranes**

- 4.8.1 Liebherr
 - 4.8.1.1 This crane is fueled a private fuel contractor.
- 4.8.2 Manitowoc
 - 4.8.2.1 This crane is used as a backup to the Liebherr.
 - 4.8.2.2 This crane is fueled with the mobile AST. A spill kit is located on the berth.

4.9 **GENERAL “SMALL” EQUIPMENT REMOTE FUELING OPERATION**

- 4.9.1 The transmission of the fuel truck shall be placed in neutral, the parking brake engaged with the flashing hazard and warning beacons turned on.
- 4.9.2 If fueling on a grade, the fuel truck shall be parked upgrade from the equipment
- 4.9.3 The fuel nozzle shall not be left unattended while pump is engaged and/or nozzle is in the dispensing position.
- 4.9.4 The fuel nozzle shall not be gagged.
- 4.9.5 Check fuel level. If fuel is needed, have absorbent pad underneath nozzle and begin fueling.



4.9.6 Once fueling is completed. Then turn PTO off and go to the next machine.

4.10 **POST FUELING PROCEDURE:**

4.10.1 The fuel nozzle shall be stored upright in a holster and the hose shall be stored appropriately to prevent damage while truck is in motion.

4.10.2 Any spill items that were used shall be placed in the designated barrels and bins located in the Crane and/or Vehicle Maintenance Shops for proper disposal.

4.10.3 Immediately following use, replenished any used materials on the fuel truck as described in Section 4.1.6.

4.10.4 After replenishing fuel truck, park the vehicle in the designated fuel truck parking locations

4.10.4.1 **Fuel Truck Parking Locations**

4.10.4.1.1 VIG – Spill Containment Area

4.10.4.1.2 NIT – Straddle Carrier Wash Rack

4.10.4.1.3 NNMT – Fuel Truck Parking Containment Shed

4.10.4.1.4 PMT – Straddle Carrier Wash Rack – B. 401

4.10.4.1.5 VIP – Adjacent to salt storage shed

4.10.4.1.6 RMT (mobile AST) – Equipment Wash Rack

4.11 **LEAKS AND SPILLS**

4.11.1 In the event of a leak or spill of greater than five (5) gallons, procedures contained **SOP-016 (Spill Response Procedure)** will be followed.

4.11.2 Deployment of the Oil Spill Containment truck, if required.

4.12 **TRAINING:**

4.12.1 Those individuals who will engage in remote fueling (EMS Training Matrix) shall be trained at time of hire and on an “as-needed” basis on Remote Fueling Procedures (SOP-004).

4.12.2 Those individuals who will engage in remote fueling shall be trained at time of hire and on an “as needed” basis in spill prevention procedures. This will reinforce their awareness to protecting the environment by preventing fuel, lubricant and antifreeze spills.



4.12.3 The individuals shall be able to identify all storm water inlet locations near the designated fueling locations, and all emergency and spill response procedures.

5.0 CONSEQUENCES OF DEVIATION FROM PROCEDURE

5.1 Deviations from this procedure could result in the improper dispensing of fuel or in the improper recording of fuel to equipment. Both the improper record of dispensing and improper record of fueling could result in fines or notices of violation from the Virginia Department of the Environment and/or could result in harm to individuals or the environment.

5.2 Deviations from this procedure could result in the improper disposal of universal wastes or in the improper record of disposal of universal waste. Both the improper record of disposal or improper disposal of universal wastes could result in fines or notices of violation from the Virginia Department of the Environment and/or could result in harm to individuals or the environment.

6.0 ATTACHMENTS (Controlled Documents)

7.0 FORMS AND RECORDS FOR MONITORING AND MEASUREMENT

- 7.1 Fuel Dispensing Record
- 7.2 Maps showing the storm water inlets throughout the Terminal.
- 7.3 Spill Response Procedure
- 7.4 VPA Spill Reports

8.0 DEFINITIONS

Not Applicable

9.0 REVISION HISTORY

- 9.1 Effective Date: 6/9/2009
- 9.2 Latest Revision Date: 3/7/18 – updated spill materials requirements for fuel trucks.
11/10/16 – added VIP and RMT. 4/14/15 – updated NIT strad fueling procedure for converted strads. 3/18/15 – revised PMT Shore Cranes, removed fuel-o-mat system for fueling because it has been disabled. 11/19/2012. 7/10/12 – combined all remote fueling procedures for all terminals into one procedure. 3/30/12 – revised to reflect operations at NIT. 11/22/11 – revised for strads moving over to NIT from PMT. 6/1/11 – updated to show daily inspections are located on daily fuel dispensing sheet. 4/29/10
- 9.3 Approval: Scott Whitehurst, Director, Environmental Policy & Compliance
- 9.4 Last Reviewed: 12/12/18
- 9.5 Reviewer: Billy Goodson, Environmental Compliance Specialist
Jeff Johnston, Crane Maintenance Manager