

S.O.P. #: 400-01

SUBJECT: FUEL ACCOUNTABILITY

DIVISION: EMERGENCY OPERATIONS

Objective: To provide guidelines for recording and reporting the receipt and dispensing of gasoline and motor fuel.

Section 1: Dispensing Motor Fuel

- A. A Baltimore County fuel credit card is required to receive fuel.
- B. All fuel dispensed at non-automated pumps shall be recorded on the Baltimore County Fuel Station Report (Form #003)..
- C. There shall be a daily record in the electronic ledger of the amount of fuel that is on hand. This record is to include the 0800 hour stick reading in inches and gallons along with the meter reading.
- D. The Officer in Charge is responsible for the fuel dispensed.
- E. The officer in charge shall ensure all pumps and tanks are secure at all times.

Section 2: Receipt of Bulk Motor Fuel

- A. The officer-in-charge shall keep an accurate record of all gasoline and diesel fuel, received and shall personally supervise the filling of the station supply tanks.
- B. Stick readings shall be taken before and after each bulk delivery and noted on the vendor's invoice.
- C. Bulk fuel received will be recorded in the station ledger along with the invoice number, date, shift, vendor, gallons received, meter reading, fuel type, and before and after inches and gallons.
- D. If no one is present when deliveries are made, the vendor's invoice shall be signed and dated, acknowledging that fuel was received. Note on the invoice that no one was present when the fuel was delivered.
- E. When the bulk storage tank will not accept the total amount scheduled for delivery, enter the gallonage figure as indicated by the after delivery stick reading on the lower portion of the invoice and sign same. Do not alter the original gallonage figure on the delivery invoice.
- F. Checking storage tanks for water:
 - 1. Stations that have a regular delivery date shall check the storage tanks for water before and after each delivery.
 - 2. Stations that do not have a regular delivery date shall check their storage tanks on the last day of the month.
 - 3. When checking the storage tank for water, the water - finder shall be spread on the bottom three (3") inches of the fuel dip stick prior to placing it in each tank.

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Section 3: Fuel Station Reports and Station Electronic Ledger

A. Baltimore County Fuel Station Report (Form #003)

1. The Baltimore County Fuel Station Report is to be completed on the first and/or second day of daywork. The form is completed by using 'drop-downs' and 'fill-in the blank' format. The form is to be completed per the instructions on the form.

B. Station Electronic Ledger

1. Stick Readings

- a. Stick readings are to be taken daily at 0800 hours and shall be measured to the nearest one-quarter inch. The readings shall then be converted to gallons by using the tank charts in the stations. If there are manifold tanks, then both tanks are to be dipped.
- b. The 0800 hour stick reading shall be verified by comparing the gallons (actual) with the fuel distributed in the previous 24 hours. You are not required to make the numbers balance to zero.
- c. The on-hand amounts of fuel are to be recorded in inches and gallons in the station's electronic ledger on a daily basis. The amounts are also to be recorded on the last day of each month, to fulfill state tax reporting requirements.

2. Meter Readings

- a. Meter readings taken at 0800 hours will be entered in the station's electronic ledger. The closing reading for yesterday is the opening reading for today.
- b. The difference between the beginning and ending meter readings will be recorded.

C. UST SIR Report

1. The 0800 hour stick readings are to be entered in the appropriate boxes on the UST SIR Worksheet.
2. Check for major shortages in the over/short tallies.
3. The daily reporting officer will initial the report.
4. At the end of the month the UST SIR Report is to be e-mailed to jmessler@baltimorecountymd.gov.

D. End of the Month Report

1. At 0800 hours on the last day of each month, any station with diesel fuel dispensed to apparatus shall submit the Monthly Diesel and Fiscal Gasoline State Tax Report (Form 362 in the Fire Library). This report is to be sent via e-mail through Groupwise to Fire-Admin.

E. End of the Fiscal Year Gasoline Report

1. At 2400 hours on June 30th of each year, stations will take a stick reading of all gasoline storage tanks. The reading of gas in inches and gallons shall be recorded on the Monthly Diesel and Fiscal Gasoline State Tax Report (Form 362 in the Fire Library).

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Section 4: Fuel Card Replacement

- A. If a card becomes lost, misplaced, damaged or stolen, the officer-in-charge is responsible for documenting the details of how this occurred. The documentation will be forwarded to the Division/Assistant Chief of Field Operations. Once documented and authorized, the Division Chief or Assistant Chief will forward to the Fire Logistics Director for replacement and re-issue.