

Standard Operating Procedure (SOP): Fuel Management and Vehicle Refueling

This SOP outlines **fuel management and vehicle refueling procedures**, including proper fuel storage, handling, and dispensing techniques, safety precautions to prevent spills and fires, documentation and monitoring of fuel usage, vehicle refueling protocols, environmental compliance, and emergency response actions. The purpose is to ensure efficient, safe, and environmentally responsible management of fuel resources while minimizing risks associated with vehicle refueling operations.

1. Purpose

To provide standardized procedures for effective fuel management and safe vehicle refueling, ensuring compliance with safety, environmental, and regulatory requirements.

2. Scope

This SOP applies to all personnel involved in the storage, handling, dispensing, and management of fuel, as well as vehicle refueling at all company locations.

3. Responsibilities

- **Supervisors:** Ensure adherence to this SOP; provide training as needed.
- **Operators/Drivers:** Follow all fuel management and vehicle refueling procedures; report incidents.
- **Maintenance Staff:** Monitor and maintain fuel storage and dispensing equipment.
- **Environmental Health & Safety (EHS):** Oversee compliance with safety and environmental regulations.

4. Procedure

4.1 Fuel Storage

- Store fuel in approved, clearly labeled, and secure containers/tanks.
- Locate storage areas away from ignition sources and ensure adequate ventilation.
- Inspect storage tanks regularly for leaks, damage, or corrosion.
- Maintain secondary containment (e.g., bunding, spill pallets) to contain potential spills.

4.2 Fuel Handling and Dispensing

- Use only designated equipment for fuel dispensing (e.g., pumps, hoses, nozzles).
- Operators must wear appropriate personal protective equipment (PPE): gloves, eye protection, and flame-resistant clothing as required.
- Ensure dispensing areas are free from ignition sources and vehicle engines are switched off during refueling.
- Never leave dispensing operations unattended.

4.3 Vehicle Refueling Protocols

1. Check vehicle fuel type before refueling.
2. Position vehicle correctly in the designated refueling area.
3. Switch off the engine and electronic devices.
4. Remove fuel cap and dispense fuel slowly to avoid overfilling or splashing.
5. Replace the fuel cap securely after refueling and wipe any spills immediately.
6. Move vehicle away from the refueling area once completed.

4.4 Documentation and Monitoring

- Record all fuel deliveries and vehicle refueling activities using the Fuel Log Sheet (see sample below).
- Monitor fuel usage against inventory for loss prevention and reporting.
- Report discrepancies or suspected fuel theft promptly.

Date	Vehicle/Equipment ID	Fuel Type	Quantity (Liters/Gallons)	Operator Name	Remarks
_____	_____	_____	_____	_____	_____

4.5 Safety Precautions

- Keep a fire extinguisher and spill kit accessible in fuel storage/dispensing areas.
- Follow No Smoking rules strictly in all fuel-related areas.
- Report and clean up any spills immediately using proper spill response materials.
- Dispose of contaminated materials according to hazardous waste procedures.

4.6 Environmental Compliance

- Prevent fuel spills from entering storm drains, soil, or water bodies.
- Comply with all local, state, and federal environmental regulations regarding fuel storage and handling.
- Maintain records of inspections, incidents, and corrective actions.

4.7 Emergency Response

- Evacuate the area and notify emergency services in the event of a major spill or fire.
- Initiate spill response procedures: contain, absorb, and clean up the spill.
- Report all incidents to management and EHS for investigation.

5. Training

- All personnel must receive initial and refresher training on fuel management, refueling safety, and emergency procedures.
- Document all training activities and maintain records.

6. Review and Revision

This SOP will be reviewed annually or after any significant incident, operational change, or regulatory update.

7. References

- OSHA Standards
- EPA Regulations
- Company-specific fuel management policies

Approved by: _____

Date: ____/____/____