



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

Vehicles, Apparatus & Equipment - 104.00		
S.O.P. # 104.03	Vehicle Refueling Policy & Procedures	PAGE: 1 OF 2
EFFECTIVE: 06/04/2003	Authorized: John Filer, Chief	
REVISED: 11/09/2018	Authorized: William Stephens, Director	

104.03.01 Purpose

To advise personnel of the proper vehicle refueling policy and procedures.

104.03.02 General

This SOP will refer to both County owned and operated apparatus as well as apparatus owned by individual volunteer fire/EMS corporations and operated by county personnel.

104.03.03 Policy

1. Refueling of units should be done so when the fuel level has fallen below $\frac{3}{4}$ of a tank.
2. No vehicle should ever be turned over to the on-coming crew with less than a $\frac{1}{2}$ tank of fuel.
3. Volunteer apparatus operated by county personnel will be fueled in accordance with said station's refueling policy and procedures.
4. Fuel is only to be dispensed into official county vehicles or motorized equipment.
5. When applicable, dispensed fuel shall be logged and documented in the appropriate book/record in accordance to county and or volunteer policies.
6. Each county owned vehicle will be assigned its own fuel key fob that shall remain with that unit at all times.
7. Each employee will be assigned a refueling I.D. number. This number is your personal number and should not be shared.

104.03.04 Safety

1. Refueling is to be performed while the vehicle is shut off.
2. All spills and or leaks should be contained and cleaned using the appropriate method with respect to the amount lost.
3. Major spills (50 gallons or larger) and leaks shall be immediately reported to the Department of Public Works and Special Operations Coordinator.
4. Smoking is prohibited when refueling procedures are in progress.



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

5. The use of incendiary devices is absolutely prohibited when near flammable liquids.
6. Use of cellular phones is prohibited while refueling.

104.03.05 Procedures for County Owned Apparatus

These procedures are for County owned and operated apparatus; those personnel assigned to volunteer owned apparatus should follow their respected refueling procedures.

1. Turn unit off.
2. Insert fuel key fob into reader and answer questions when prompted. Questions will ask the following information:
 - i. I.D. number,
 - ii. Unit odometer reading;
 - iii. Preferred pump.
3. When prompted, begin dispensing the desired product.
4. Replace nozzle when fueling has been completed.
5. Do not attempt to top off vehicle past the automated cut-off point.

104.03.06 County Refueling Locations

Location	Hours of Operations	Gasoline	Diesel
Charles County Sheriff's Office District I - La Plata	24/7	✓	
Charles County Dept. of Public Works Audie Lane - La Plata	24/7	✓	✓
Charles County Dept. of Public Works Waste Water Treatment Plant - Indian Head	24/7	✓	✓
Natural Resources Police Barracks (Old) Old Washington Rd. - Waldorf	24/7	✓	✓