



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective August 23, 2005, Revised February 5, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 6.014

Subject: Portable Fuel Oil Tank Operations

Purpose and Scope: To provide the user with a guideline for the proper usage of the 250-gallon fuel oil tank and pump. This system is utilized to fuel the (20) University of West Florida's emergency generators during and after use that are located throughout the campus at different buildings. This allows the Department to maintain the generators during and after hurricanes by providing fuel from our 12,000-gallon fuel tank, located at Building 40. The tank/pump is truck bed mounted and can be driven to any of the University of West Florida's generators to maintain the proper fuel amount in order to supply an uninterrupted emergency power source.

Procedure: The fuel pump is operated by a 12-volt battery. To operate the pump, hook the clamps to the vehicle battery (red is positive, black is negative). When the pump nozzle is removed from its' holder, turn the pump on by pushing lever up. Push the reset button on the fuel register and visually check that it starts on zero. Insert the nozzle into the fuel tank neck and squeeze the handle. The pump will provide up to 15 gallons of fuel per minute. When the tank level is satisfactory (no more than 7/8 full, no less than 3/4) let go of the handle and the fuel flow will stop. Turn pump off by pulling handle down and return the nozzle to its holder on the pump. Remove the clamps from the battery and wrap hose and battery cable around pump housing to complete the service.

Note: Log the amount of fuel placed in each generator along with the time, date and operators initials on the form in SOP # FAC 6.004. This will allow the tracking of the fuel consumption used by each piece of equipment.

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