



Landscape Services

Safety Standard Operating Procedure

(Revised 1/2023)

Landscape Fuel tank inspection and ordering

This SSOP provides guidance inspecting the above ground fuel tanks in the Landscape Storage yard and reporting. Process on ordering fuel and vendor info.

Scheduled: Inspection- Monthly. I usually preform this around the end of the month

Ordering- Weekly and plan for three days to deliver.

Safety Hazards: Chemical exposure, trip and falls, Hot and cold temperatures, and inclement weather.

Location: To the south of the gate once entering the main equipment yard. Diesel is a 500-gallon tank and Gasoline is a 300-gallon tank.

Tools required: Ladder, safety glasses, Chemical gloves, 3 or 5-gallon bucket, Filter wrench, NAPA Gold fuel filter part number 4006.

Inspection Form:

1. Blank inspection form is in the top-drawer file cabinet office 120E labeled fuel tank.
2. Identify the tank number located on the front side of the tank Diesel TK39 Gasoline TK40
3. Fill the form out accordingly to what pertains to these particular tanks
4. Once completed, scan to yourself and email a copy to ehs@okstate.edu
5. File hard copy in the top-drawer file cabinet in office 120E labeled Fuel tank monthly inspection.

Things to check during inspection:

1. Labeling is in place and legible
2. Secondary containment tank plug is in place.
3. Drain water if needed and track how full it was.
4. Cracks or breaks in the tank or stand
5. Rust spots starting to show up on tank or frame
6. Secondary containment tank holes and rust
7. Check hoses for weather cracking or breaking
8. No noticeable leaks
9. Nozzle shows no signs of leaking and lever is not broke
10. Hose should be in the secondary tank and not on the ground
11. Close valve works properly
12. Filter change date
13. Settling or wash out of gravel base

14. Gauges are legible

Landscape tanks



Ordering fuel:

1. Check gauges Tuesday and Thursdays
2. Order when at half fuel (if gas is at half and diesel is has more, order anyway)
3. Vendor is Fleet fuels out of Cushing Phone number 918-225-2759
4. Get price per gallon on unleaded gasoline and off-road diesel.
5. A purchase order must be issued for each. There is a different phase on the work order opened to shop support svcs.
6. Call and schedule delivery once PO's go through.

Filter changing: Filters on the tank get changed every three months. Make sure to write the date with a permanent marker when changed. (Filter and Wrench located in filter cabinet of the shop)

1. Setup step ladder following standard safety procedures.
2. Close valve on the tank
3. Drian hose into bucket
4. Set bucket up to catch fuel spillage while removing filter.
5. Use pipe wrench and turn counterclockwise to loosen
6. Drain filter into bucket
7. Check that the gasket from the old filter did not stick to the filter housing.
8. Install new filter turning clockwise until seated firmly
9. Just hand tight (do not use wrench)
10. Turn valve back on and check for leaks around the filter.

11. If there is a leak turn the valve back off and tighten more.
12. Repeat step 10
13. Once completed put ladder and wrench away in the proper location
14. Remove any trash from secondary containment
15. Drain bucket into waste fuel tank in the waste oil shed.
16. Set filter upside down and leave on top of the waste fuel drum.
17. Dispose of chemical gloves properly

Example of the Monthly inspection form

Monthly Inspection Procedure

STI SP-001 MONTHLY TANK INSPECTION CHECKLIST

General Inspection Information (site name):

Tank Description	Inspection Date	Inspector Name
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Tank Containment Yes No N/A Comments

Containment structure	Water, cracks, washout, corrosion.				
Primary tank	Check for water				
Containment drain valve	Operable & closed				

Leak Detection Yes No N/A Comments

Tank	Visible leaks				
Secondary Containment	Signs of leaks from tank				
Surrounding soil	Signs of leaks from tank				
Interstice of double wall	Visible leaks				

Tank Equipment Yes No N/A Comments

Valves	Leaks & closed				
Liquid level equipment	Plannable & no damage				
Overfill equipment	Test & actuate				
Piping connections	Leaks, corrosion or damage				

Other Conditions (maintenance)

Any other conditions that should be addressed for continued safe operation of that may affect the site spill prevention plan.	
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Monthly forms to be submitted for file retention for a minimum of three years.

SECONDARY CONTAINMENT DRAINAGE REPORT
(AS APPLICABLE)

Facility Name: _____

Date	Time	Secondary Containment Identification	Volume Released (gallons)	Water Inspection Results	Name of Inspector

- Secondary containment drainage procedure:**
1. Examine the surface of the water in the secondary containment structure to be drained. Hydrocarbons must not be present (oil sheen) or release will not be allowed.
 2. When the water is free of hydrocarbons, unlock and open the drain valve (if applicable).
 3. Stay at the open valve continuously and monitor the water discharge.
 4. Close and lock the drain valve when the water is drained.
 5. Complete the secondary containment inspection and drainage report and file with the SPCC Plan.