

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES**

October 9, 2013

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 - 2013/14

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS AND BUILDING MANAGERS

1. FUEL OIL - OPERATIONAL PROCEDURES

In order to remain current with the New York State Department of Environmental Conservation (NYSDEC) policy changes and internal changes from within our Division, this circular is now being issued and will supersede Item #1 of Circular No. 4 – 2003/04.

As we enter into the heating season it is important to take the proper precautions to avoid fuel oil spills and to actively monitor fuel oil storage facilities for leaks. To assist you in these requirements, the following procedures and guidelines must be adhered to.

- ◆ Custodian Engineers/Building Managers must maintain logs to record all fuel oil deliveries and usage. A PO 8 is to be completed on a monthly basis and kept on file at all buildings.
- ◆ Conduct at a minimum, monthly inspections of all fuel oil tanks, tank rooms, tank cover gaskets, piping, etc. The attached revised Monthly Fuel Tank Inspection Log must be completed and kept on file at all buildings. Report leaks immediately to your Deputy Director of Facilities and submit a work request as required.
- ◆ Inspect fuel oil vent lines prior to a delivery to ensure they are not blocked. If you suspect a problem with your vent lines, inform your Deputy Director of Facilities immediately and submit a work request.
- ◆ Keep all sounding lines and caps on the tank(s) properly secured.
- ◆ All crossover lines that have a shutoff valve must have the valve chained in the open position unless there is an existing problem with a tank.
- ◆ New York State Department of Environmental Conservation (NYSDEC) now requires capacity markings for each aboveground fuel tank. Attached is the NYSDEC form that is to be utilized. Please complete the form by entering the tank number along with the tank's design and working capacities, following the instructions provided on the form. Once completed, a copy of this form is to be inserted in a clear plastic sleeve (large zip lock type bag), and is to be affixed to the applicable fuel tank so that it is visible. A copy of the same form must also be placed in the immediate vicinity of the tank's applicable petrometer.
- ◆ NYSDEC also requires the proper color coding of fill ports. Please see the attached color coding information which provides the details of meeting these requirements. Note: In an effort to ensure uniformity, the specific color that is to be used when painting a green hexagon at the fill port is called "International Safety Green" (A sample of what the proper coding should look like is attached). Additionally, the specific color to use when painting a yellow hexagon at the fill port is called "International Safety Yellow".
- ◆ Confirm the numbering system on fill boxes and tanks. Ensure that they are clearly labeled. All key custodial personnel must be familiar with the numbering system and locations of the fill boxes and tanks. Keep fill boxes accessible and clear of snow and ice during the winter months.
- ◆ Compare petrometer readings to the manual stick readings of the tanks. Keep stick lines accessible and clear of debris.

- ◆ In order to avoid fuel oil overflows during deliveries, stick tanks before each delivery to verify the amount of fuel oil in the tanks and to ensure that the load being delivered can be accepted safely.
- ◆ Prior to accepting a fuel oil delivery, confirm with the delivery person that the oil is intended for your school, is the correct grade (#2, #4, or #6 oil) and that the truck pump meter is set to zero.
- ◆ The Custodian Engineer/Building Manager is to be present for all deliveries. If not available, their representative is to oversee the entire delivery process, continuously monitoring for oil leaks, sticking the tanks after each delivery and ensuring that they are filled to a maximum of 90% capacity.
- ◆ Order fuel oil following this link. <http://www.opt-osfns.org/DSF/Resources/dsfFuelTrackingSystem/Login.aspx>
Note: Emergency requests for fuel oil will only be accepted from your Deputy Director of Facilities.
- ◆ On average, fuel deliveries are completed within three (3) days after the order is placed. Plan accordingly and allow ample time when requesting fuel.
- ◆ A new email account has been established for the Fuel Unit. Custodian Engineers/Building Managers are to email any fuel related questions/concerns to DSFFuelServices@schools.nyc.gov
Note: Do not use this email address to order fuel.
- ◆ To ensure compliance with the Interruptible Gas Guidelines, each utility conducts tests of their respective interruptible gas systems. Custodian Engineers/Building Managers must monitor their own building's equipment as well. If you are currently experiencing any problems that prevent your equipment from operating on its alternate fuel, notify your Deputy Director of Facilities immediately.
- ◆ Fuel oil storage tanks for dual fuel systems must be filled to 90% of their capacity.
- ◆ All dual fuel plants must switch to oil burning equipment weekly to ensure that the system will operate during a gas interruption.
- ◆ Multiple boiler plants must operate all boilers equally with regard to hours of operation.
- ◆ The Monthly Operation Report (PO 7) must be completed daily and is to be kept on file at the school for future reference.

Please contact your Deputy Director of Facilities if you have any questions or concerns regarding this information.

John Shea
Chief Executive Office
Division of School Facilities

JS/SC:cg

Attachments: Monthly Fuel Oil Tank Inspection Log (Revised)
NYSDEC Capacity Marking Form
NYSDEC Color Coding for Fill Ports
NYSDEC Fill Port Coding Sample
PO 7
PO 8

**BOARD OF EDUCATION OF THE CITY OF NEW YORK
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES
DEPARTMENT OF PLANT OPERATIONS**

SCHOOL CODE NUMBER _____ BOROUGH _____ DISTRICT NUMBER _____ MONTH _____ YEAR _____

FUEL			GLASS BREAKAGE		
TYPE OF FUEL			TOTAL BROKEN THIS MONTH		
AMOUNT ON HAND 1st OF MONTH			GLASS NOT REPLACED FROM LAST MONTH		
AMOUNT RECEIVED THIS MONTH			TOTAL		
TOTAL			REPLACED THIS MONTH		
AMOUNT AT END OF MONTH			BALANCE END OF		
AMOUNT CONSUMED THIS MONTH			MONTH		

METER#	WATER CONSUMPTION CU. FT.			GAS CU. FT.			ELECTRIC K.W. HOURS			ELECTRIC DEMAND K.W.			STEAM		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
READINGS END OF MONTH															
READINGS FIRST OF MONTH															
DIFFERENCE															
METER FACTORS															
CONSUMPTION															

SIGNATURE CUSTODIAN/CUSTODIAN ENGINEER	SUPERVISOR OF CUSTODIANS	DATE
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NEW YORK CITY DEPARTMENT OF EDUCATION DIVISION OF SCHOOL FACILITIES MONTHLY FUEL TANK INSPECTION LOG

Petroleum Bulk Storage #: _____

Bldg ID: _____ Address: _____

Name: _____ Office Telephone #: _____

(Please Print)

Tank #: _____ Tank Capacity (Gal.): _____ Tank Location: _____ Reporting Year: _____ (NOTE: You Must Complete a Separate Inspection Log for Each Tank)

Inspection Date	Tank Identified with Label	Tank in Good Condition	Tank Supports in Good Condition	Tank Surface Clean & Dry	Any Fuel in Tank Area	Any Visible Oil Leaks	Any Signs of Corrosion	Tank Level Gauge Functional	Fittings Tight, Secure, Dry	Lids and All Tank Fittings in Place	Concrete Floor/Slab Free of Spills	Volume Discrepancy Petrometer vs. Sounding		Containment Area clear of Liquid/Debris/Vegetation
	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	PETROMETER	SOUNDING	YES/NO

Inspector's Signature
(Custodian Engineer/Building Manager, or Fireperson)

Answering "No" to Any of the Above Questions Will Require the Inspector to Detail their Findings in the Comments Field Below

January															
February															
March															
April															
May															
June															
July															
August															
September															
October															
November															
December															

Comments:



New York State Department of Environmental Conservation
Division of Environmental Remediation, Region 2
Bulk Storage Compliance Unit Website: www.dec.ny.gov
47-40 21st Street, Long Island City, NY 11101
Telephone: (718) 482-6752 • Fax: (718) 482-6390
E-Mail: gdbreen@gw.dec.state.ny.us



Capacity Markings for Aboveground Tanks (AST)

(AST is very frequently located indoors)

Place the following sign at two locations: (1) on the tank itself and (2) at its gauge.

Tank (ID Number)*

Design Capacity is _____ gallons.

Working Capacity is _____ gallons.

(Working Capacity is 90% of Design Capacity.)

* As found on the Registration Certificate for the facility.

The above regulatory requirement for Capacity Marking does not apply to Underground Tanks (UST). Nevertheless it is highly recommended that the above sign be placed at every gauge.

New York State Department of Environmental Conservation
Division of Environmental Remediation, Region 2
Bulk Storage Compliance Unit Website: www.dec.ny.gov
47-40 21st Street, Long Island City, NY 11101
Telephone: (718) 482-6762 • Fax: (718) 482-6390
E-Mail: gdbreen@gw.dec.state.ny.us



Color Coding of Fill Ports

(Fill Ports are Almost always Outdoors)

(Symbol Must be Visible from the Delivery Truck during a delivery)

For each and every tank, whether AST or UST, a specific symbol in a specific color must be located where the fuel delivery person (truck driver) can see it.

A separate symbol must be displayed for each tank.

The symbols and colors used to designate fuel oil are:

No. 2 Fuel Oil - A GREEN hexagon is to be displayed at each fill port.

No. 4 Fuel Oil - A GREEN hexagon is to be displayed at each fill port. This hexagon is to have the number 4 painted at the center of the hexagon in a contrasting color.

No. 6 Fuel Oil - A GREEN hexagon is to be displayed at each fill port. This hexagon is to have the number 6 painted at the center of the hexagon in a contrasting color.

The symbol and color used to designate diesel oil is:

Diesel Oil - A YELLOW hexagon is to be displayed at each fill port

A hexagon has six sides. DEC regulations do not specify the size of the hexagon.