



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

USNA/AACINST 4020.1
14/P&AO

13 October 1978

USNA/AACINST 4020.1

From: Superintendent, U. S. Naval Academy/Annapolis Area Coordinator

Subj: Controlling and Accounting for Ground Fuels

Ref: (a) NAVSUP Manual, Volume II
(b) OPNAVINST 4020.25
(c) USNAINST 11320.6B

Encl: (1) Standard Operating Procedures for Fuel Handling for Perry Center
(2) Standard Operating Procedures for Fuel Handling for Building 130, Naval Station Fire House
(3) Standard Operating Procedures for Fuel Handling for Building 234, Naval Station Hangar
(4) Standard Operating Procedures for Fuel Handling for Building 127, Naval Station Chapel
(5) Standard Operating Procedures for Fuel Handling for Building 120, Naval Station Compound
(6) Standard Operating Procedures for Fuel Handling for Building 1, Naval Station Armory
(7) Standard Operating Procedures for Fuel Handling for Building A51, Naval Station CPO-EM Club
(8) Standard Operating Procedures for Fuel Handling for Building 74A, Naval Station Primary School
(9) Standard Operating Procedures for Fuel Handling for Building 299, Naval Station Auto Hobby Shop
(10) Standard Operating Procedures for Fuel Handling for Building 144, Cutter Shed, Santee Basin
(11) Standard Operating Procedures for Fuel Handling for Building 199, Toy Hut
(12) Standard Operating Procedures for Fuel Handling for Family Quarters
(13) Standard Operating Procedures for Fuel Handling for Perry Center, Bulk Fuel (insurance item)
(14) Standard Operating Procedures for Fuel Handling for Shop Store #1, Small Craft Facility
(15) Standard Operating Procedures for Fuel Handling for Shop Store #2, Naval Radio Transmitter Facility
(16) Standard Operating Procedures for Fuel Handling for Shop Store #3, Perry Center
(17) Standard Operating Procedures for Fuel Handling for Shop Store #4, Perry Center
(18) Standard Operating Procedures for Fuel Handling for Building 46, Marine Barracks
(19) Standard Operating Procedures for Fuel Handling for Marine Engineering, Rickover Hall
(20) Fuel Issue Record (NDW-GEN 10340)
(21) Daily Inventory Sheet

1. Purpose. To establish local procedures in accordance with references (a) through (c) for management and control of ground fuel products at the United States Naval Academy (USNA), Naval Radio Transmitter Facility (NRTF), and the United States Naval Station, Annapolis (USNS).

2. Background. Reference (b) requires the development and implementation of a standard operating procedure for ground fuels management.

3. Action. Procedures for the proper receipt, issue, and inspection of ground fuels are contained, by location, in enclosures (1) through (19). Enclosure (20) is to be used by all fuel issuing activities for record keeping purposes. Enclosure (21) is provided as a sample for all activities to utilize in the proper inventory control of ground fuel products. Activities/Departments/Divisions designated by this instruction for specific responsibilities concerning ground fuels will implement these procedures by 30 October 1978 and actively enforce them. The Comptroller, in his capacity as internal auditor, will periodically inspect the activities involved and report their adherence to these procedures to the Deputy for Management.

W. P. Lawrence
W. P. LAWRENCE

Distribution:
AA

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Perry Center
Number of tanks: 1
Capacity: 325,000 gallons
Fuel type: #2 fuel oil

1. Prior to beginning daily operations

- a. Responsibility: Public Works Officer
- b. Gauge tank*. The tank must be measured at the same time each day. Recommended time is 0800.
- c. Correct for volume to 60°F using Tables 5 and 6, ASTM D 1250**.
- d. Note any change from previous days' closing inventory on enclosure (21). Record explanation.

2. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.
 - (3) Perform temperature correction.
 - (4) Repeat inspection of truck and gauge receiving tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.
 - (5) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department personnel.
 - (6) Enter actual amount received into the inventory record.
 - (7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

3. Daily closing

- a. Responsibility: Public Works Officer
- b. Gather receipt data for the day.
- c. Add receipt documents.
- d. Gauge tank, with temperature correction. The tank must be measured at the same time each day. Recommended time is 1600.
- e. Record applicable data on the daily inventory sheet for reconciliation; data must be consistent.
- f. Secure tank.

4. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

** ASTM-D 1250 Tables 5 and 6 can be ordered as a set under number 852-25400 from:

American Petroleum Institute
Publications and Distribution Section
2101 L Street, N.W.
Washington, D. C. 20037

Proper POL thermometer assemblies with cup cases for use in correcting bulk POL volumes to 60°F are available through normal supply channels under national stock number 6685-00-247-3774. Refill thermometers (ASTM 59F) can be ordered by national stock number 6685-00-247-3739.

*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 130, Naval Station Fire House
Number of tanks: 1
Capacity: 2,000 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 234, Naval Station Hangar
Number of tanks: 1
Capacity: 10,000 gallons
Fuel type: #2 fuel oil

1. Prior to beginning daily operations

- a. Responsibility: Public Works Officer
- b. Gauge tank*. The tank must be measured at the same time each day. Recommended time is 0800.
- c. Correct for volume to 60°F using Tables 5 and 6, ASTM D 1250**.
- d. Note any change from previous days' closing inventory on enclosure (21). Record explanation.

2. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.
 - (3) Perform temperature correction.
 - (4) Repeat inspection of truck and gauge receiving tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.
 - (5) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department personnel.
 - (6) Enter actual amount received into the inventory record.
 - (7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).
- e. Measure and count each/all receipts.

3. Daily closing

- a. Responsibility: Public Works Officer
- b. Gather receipt data for the day.
- c. Add receipt documents.
- d. Gauge tank, with temperature correction. The tank must be measured at the same time each day. Recommended time is 1600.
- e. Record applicable data on the daily inventory sheet for reconciliation; data must be consistent.
- f. Secure tank.

4. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

** ASTM-D 1250 Tables 5 and 6 can be ordered as a set under number 852-25400 from:

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*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 127, Naval Station Chapel
Number of tanks: 1
Capacity: 1,290 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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Enclosure (4)

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 120, Naval Station Compound
Number of tanks: 1
Capacity: 550 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.

(1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.

(2) Gauge the receiving tank before receipt.*

(3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.

(4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department.

(5) Enter actual amount received into the inventory record (Encl 21).

(6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 1, Naval Station Armory
Number of tanks: 1
Capacity: 275 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery documents, and mark any difference (over or under) on the delivery ticket for action by Supply Department.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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Enclosure (6)

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building A51, Naval Station CPO-EM Club
Number of tanks: 2
Capacity: 550 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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Enclosure (7)

13 October 1978

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 74A, Naval Station Primary School
Number of tanks: 1
Capacity: 2,000 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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Enclosure (8)

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 299, Naval Station Auto Hobby Shop
Number of tanks: 1
Capacity: 1,500 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 144, Cutter Shed, Santee Basin
Number of tanks: 1
Capacity: 500 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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13 October 1978

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 199, Toy Hut
Number of tanks: 1
Capacity: 550 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
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- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

Enclosure (11)

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Family Quarters, North Severn
Number of tanks: 11
Capacity: 275 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Repeat inspection of truck and gauge receiving tank when offload is completed to assure complete delivery and identify differences.
 - (4) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department personnel.
 - (5) Enter actual amount received into the inventory record (Encl 21).
 - (6) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Perry Center, Bulk Fuel (insurance item)
Number of tanks: 1
Capacity: 352,000 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Supply Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the tank before receipt.*
 - (3) Perform temperature correction.**
 - (4) Repeat inspection of truck and gauge tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.
 - (5) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department personnel.
 - (6) Enter actual amount received into the inventory record (Encl 21).
 - (7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Supply Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. A complete physical inventory of the tank will be performed monthly. Discrepancies (overage or shortage) will be noted on record balances and appropriate adjustment documents forwarded to the Stock Control Branch, Supply Department (Stop 20A).

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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** ASTM-D 1250 Tables 5 and 6 can be ordered as a set under number 852-25400 from:

American Petroleum Institute
Publications and Distribution Section
2101 L Street, N. W.
Washington, D. C. 20037

Proper POL thermometer assemblies with cup cases for use in correcting bulk POL volumes to 60°F are available through normal supply channels under national stock number 6685-00-247-3774. Refill thermometers (ASTM 59F) can be ordered by national stock number 6685-00-247-3739.

*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

13 October 1978

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Shop Store #1, Small Craft Facility
Number of tanks: 1
Capacity: 6,000 gallons
Fuel type: Regular gasoline

1. Prior to beginning daily operations

- a. Responsibility: Supply Officer.
- b. Gauge tank *at 0800 daily.
- c. Correct for volume to 60°F using Tables 5 and 6, ASTM D 1250**.
- d. Note any change from previous day's closing inventory on enclosure (21). Record explanation.

2. Receipts

- a. Responsibility: Supply Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.
 - (3) Perform temperature correction.
 - (4) Repeat inspection of truck and gauge receiving tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.
 - (5) Compare amounts with supplier's delivery document, and mark any differences (over or under) on the delivery ticket for action by Supply Department personnel.
 - (6) Enter actual amount received into the inventory record.
 - (7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

3. Issuing

- a. Responsibility: Supply Officer
- b. Fuel Issue Record, enclosure (20), must be used and each issue properly authorized. The minimum amount of information to be entered is: date, quantity, fuel type, tank issued from, vehicle operator's name (printed) and signature, vehicle identification number and alpha group/equipment code or other authority, and the attendant's name (printed and signed).
- c. Document distribution will be as follows:
 - (1) Yellow (flimsy) copy: to vehicle operator.
 - (2) Original and hard copy to issuing office recordskeeper.

Enclosure (14)

4. Daily Closing

- a. Responsibility: Supply Officer
- b. Gather issue and receipt data for the day.
- c. Add receipts and subtract issues.
- d. Gauge tank with temperature correction at 1600 daily.
- e. Record applicable data on the daily inventory sheet for reconciliation; data must be consistent.
- f. Secure tank.

5. Record Maintenance/Inventory Control

- a. Responsibility: Supply Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory, and issue and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his representative.
- e. Any deviations from prescribed procedures will be recorded and investigated. A complete physical inventory of the tank will be performed monthly. Discrepancies (overage or shortage) will be noted on record balances and appropriate adjustment documents forwarded to the Stock Control Branch, Supply Department (Stop 20A).

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of produce in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

** ASTM-D 1250 Tables 5 and 6 can be ordered as a set under number 852-25400 from:

American Petroleum Institute
Publications and Distribution Section
2101 L Street N. W.
Washington, D. C. 20037

Proper POL thermometer assemblies with cup cases for use in correcting bulk POL volumes to 60°F are available through normal supply channels under national stock number 6685-00-247-3774. Refill thermometers (ASTM 59F), can be ordered by national stock number 6685-00-247-3739.

*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Shop Store #2, Naval Radio Transmitter Facility
Number of tanks: 2
Capacity: 2,000 gallons
Fuel type: Regular gasoline

1. Prior to beginning daily operations

- a. Responsibility: Officer-in-Charge, Naval Radio Transmitter Facility
- b. Gauge tank at 0800 daily.
- c. Correct for volume to 60°F using Tables 5 and 6, ASTM D 1250**.
- d. Note any change from previous day's closing inventory on enclosure (21). Record explanation.

2. Receipts

- a. Responsibility: Officer-in-Charge, Naval Radio Transmitter Facility
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)

e. Measure and count each/all receipts.

(1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.

(2) Gauge the receiving tank before receipt.

(3) Perform temperature correction.

(4) Repeat inspection of truck and gauge receiving tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.

(5) Compare amounts with supplier's delivery document, and mark any differences (over or under) on the delivery ticket for action by Supply Department personnel.

(6) Enter actual amount received into the inventory record.

(7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

3. Issuing

a. Responsibility: Officer-in-Charge, Naval Radio Transmitter Facility

b. Fuel Issue Record, enclosure (20), must be used and each issue properly authorized. The minimum amount of information to be entered is: date, quantity, fuel type, tank issued from, vehicle operator's name (printed and signature), vehicle identification number and alpha group/equipment code or other authority, and the attendant's name (printed and signed).

c. Document distribution will be as follows:

(1) Yellow (flimsy) copy: to vehicle operator.

(2) Original and hard copy to issuing office recordskeeper.

13 October 1978

4. Daily Closing

- a. Responsibility: Officer-in-Charge, Naval Radio Transmitter Facility
- b. Gather issue and receipt data for the day.
- c. Add receipts and subtract issues.
- d. Gauge tank, make temperature correction at 1600 daily.
- e. Record applicable data on the daily inventory sheet for reconciliation; data must be consistent.
- f. Secure tank.

5. Record Maintenance/Inventory Control

- a. Responsibility: Officer-in-Charge, Naval Radio Transmitter Facility
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory, and issue and receipt records will be checked at least weekly for accuracy and completeness by the responsible officer or his representative.
- e. Any deviations from prescribed procedures will be recorded and investigated. A complete physical inventory of the tank will be performed monthly. Discrepancies (overage or shortage) will be noted on record balances and appropriate adjustment documents forwarded to the Stock Control Branch, Supply Department (Stop 20A).

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of produce in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

** ASTM-D 1250 Tables 5 and 6 can be ordered as a set under number 852-25400 from:

American Petroleum Institute
Publications and Distribution Section
2101 L Street N. W.
Washington, D. C. 20037

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*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Shop Store #3, Perry Center
Number of tanks: 2
Capacity: 10,000 gallons
Fuel type: Unleaded gasoline

1. Prior to beginning daily operations

- a. Responsibility: Supply Officer.
- b. Gauge tank* at 0800 daily.
- c. Correct for volume to 60°F using Tables 5 and 6, ASTM D 1250**.
- d. Note any change from previous day's closing inventory on enclosure (21). Record explanation.

2. Receipts

- a. Responsibility: Supply Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.
 - (3) Perform temperature correction.
 - (4) Repeat inspection of truck and gauge receiving tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.
 - (5) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department personnel.
 - (6) Enter actual amount received into the inventory record.
 - (7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

3. Issuing

- a. Responsibility: Public Works Officer
- b. Fuel Issue Record, enclosure (20), must be used and each issue properly authorized. The minimum amount of information to be entered is: date, quantity, fuel type, tank issued from, vehicle operator's name (printed and signature), vehicle identification number and alpha group/equipment code or other authority, and the attendant's name (printed and signed).
- c. Document distribution will be as follows:
 - (1) Yellow (filmy) copy to vehicle operator.
 - (2) Original and hard copy to Servmart 75 recordskeeper.

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4. Daily closing

- a. Responsibility: Supply Officer
- b. Gather issue and receipt data for the day.
- c. Add receipt and subtract issues.
- d. Gauge tank, with temperature correction, 1600 daily.
- e. Record applicable data on the daily inventory sheet for reconciliation; data must be consistent.
- f. Secure tank.

5. Record Maintenance/Inventory Control

- a. Responsibility: Supply Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory, and issue and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative. A complete physical inventory of the tank will be performed monthly. Discrepancies (overage or shortage) will be noted on record balances, and appropriate adjustment documents prepared and forwarded to the Stock Control Branch, Supply Department (Stop 20A).

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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Publications and Distribution Section
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Washington, D. C. 20037

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*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Shop Store #4, Perry Center
Number of tanks: 1
Capacity: 5,000 gallons
Fuel type: Diesel fuel

1. Prior to beginning daily operations

- a. Responsibility: Supply Officer
- b. Gauge tank*. Recommended accomplishment at 0800.
- c. Correct for volume to 60°F using Tables 5 and 6, ASTM D 1250**
- d. Note any change from previous day's closing inventory on enclosure (21). Record explanation.

2. Receipts

- a. Responsibility: Supply Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.
 - (3) Perform temperature correction.
 - (4) Repeat inspection of truck and gauge receiving tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.
 - (5) Compare amounts with supplier's delivery document and mark any difference (over or under) on the delivery ticket for action by Supply Department personnel.
 - (6) Enter actual amount received into the inventory record.
 - (7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

3. Issuing

- a. Responsibility: Public Works Officer
- b. Fuel Issue Record, enclosure (20), must be used and each issue properly authorized. The minimum amount of information to be entered is: date, quantity, fuel type, tank issued from, vehicle operator's name (printed and signature), vehicle identification number and alpha group/equipment code or other authority, and the attendant's name (printed and signed).
- c. Document distribution will be as follows:
 - (1) Yellow (flimsy) copy to vehicle operator.
 - (2) Original and hard copy to Servmart 75 office recordskeeper.

4. Daily closing

- a. Responsibility: Supply Officer
- b. Gather issue and receipt data for the day.
- c. Add receipt and subtract issues.
- d. Gauge tank, with temperature correction, at 1600 daily.
- e. Record applicable data on the daily inventory sheet for reconciliation; data must be consistent.
- f. Secure tank.

5. Record Maintenance/Inventory Control

- a. Responsibility: Supply Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory, and issue and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated. A complete physical inventory of the tank will be performed monthly. Discrepancies (overage or shortage) will be noted on record balances, and appropriate adjustment documents prepared and forwarded to the Stock Control Branch, Supply Department (Stop 20A).

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Building 46, Marine Barracks
Number of tanks: 2
Capacity: 12,000 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer.
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Perform temperature correction.**
 - (4) Repeat inspection of truck and gauge receiving tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.
 - (5) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department personnel.
 - (6) Enter actual amount received into the inventory record (Encl 21).
 - (7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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Enclosure (18)

USNA/AACINST 4020.1
13 October 1978

Proper POL thermometer assemblies with cup cases for use in correcting bulk POL volumes to 60°F are available through normal supply channels under national stock number 6685-00-247-3774. Refill thermometers (ASTM 59F) can be ordered by national stock number 6685-00-247-3739.

*** When there is evidence that the fuel does not conform to contract requirements, the fuel will not be accepted. The responsible officer will notify the Supply Department Control Division Officer (x3498). The Supply Department will initiate appropriate contract non-compliance procedures.

STANDARD OPERATING PROCEDURES FOR FUEL HANDLING

Location: Marine Engineering, Rickover Hall
Number of tanks: 1
Capacity: 5,000 gallons
Fuel type: #2 fuel oil

1. Receipts

- a. Responsibility: Public Works Officer
- b. Notify Fire Department in accordance with reference (c).
- c. Check that all tank truck seals are intact.
- d. Before any discharge is made, make a visual check to determine identity and suitability of product, watching particularly for sediment and water.*** (Remove and annotate amount of water removed on the receipt document.)
- e. Measure and count each/all receipts.
 - (1) Check fill marker and seal on any truck not equipped with a meter. For trucks with meters, the meter will be read before and after delivery, and the truck meter delivery tickets will be provided and certified by the driver to substantiate the receipt.
 - (2) Gauge the receiving tank before receipt.*
 - (3) Perform temperature correction.**
 - (4) Repeat inspection of truck and gauge receiving tank (with temperature correction) when offload is completed to assure complete delivery and identify differences.
 - (5) Compare amounts with supplier's delivery document, and mark any difference (over or under) on the delivery ticket for action by Supply Department personnel.
 - (6) Enter actual amount received into the inventory record (Encl 21).
 - (7) Forward signed delivery tickets to Control Division, Supply Department (Stop 20A).

2. Record Maintenance/Inventory Control

- a. Responsibility: Public Works Officer
- b. Inventories will be undertaken on both a weekly and monthly basis.
- c. Receipt and inventory records will be maintained in a file readily available for checking when inventories are conducted.
- d. Both physical inventory and receipt records will be checked at a minimum of weekly intervals for accuracy and completeness by the responsible officer or his designated representative.
- e. Any deviations from prescribed procedures will be recorded and investigated.
- f. On the last working day of each month a complete physical inventory of the tank will be performed. At this time total monthly fuel consumption can be determined by adding receipts during the month to the prior month's ending inventory and subtracting present inventory.

* Gauging is the mechanical measuring of feet, inches, and fractions of inches of product in a tank. Fill markers are normally used for tank trucks and gauging sticks for small tanks. However, for minor receipts, such as those to and from tank trucks, meters may be used to record and determine quantities delivered.

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Enclosure (19)

USNA/AACINST 4020.1
13 October 1978

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DAILY INVENTORY RECORD

Date/Time	Opening Inventory (w. temp. corr.)	Receipts (w. temp. corr.)	Issues	Closing Inventory (w. temp. corr.)	Remarks/

FUEL ISSUE RECORD

NO. 252000

NDW GEN 10340/1 (REV 8-63)

(For Embossed Plate Charge)

DATE _____

ACCOUNTING DATA

SERVICE STATION OR SHOP STORE NO.

ACTIVITY		COST ACCOUNTING CODE	
USN NUMBER		TYPE	
JOB ORDER NUMBER	MAINT COST CODE	CLASS CODE	

Pump Operated By: _____

Pump Meter Reading (For Pump Registration Only)

THIS SALE NO.	GALLON READING FINISH	10THS
PREVIOUS SALE NO.	GALLON READING - START	

GALLONS DELIVERED

QUANTITY	UNIT PRICE	UNIT	ITEM	OCTANE OR SAE NO	MATERIAL CODE
		Gals	GASOLINE	Check One: <input type="checkbox"/> REG. <input type="checkbox"/> PREM	1
		Gals	DIESEL FUEL		1
		Gals	KEROSENE		1
		Qts	MOTOR OIL		2

ISSUED BY	REC'D BY	DEPT OR ACTY
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Enclosure (20)