



(See IFC Sections 3406.5.4.5)

Section 1 – SCOPE

The following requirements are intended to provide minimum requirements for dispensing fuel from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial or governmental sites. Fleet fueling operations within the City of Bellevue or those areas protected by the City of Bellevue Fire Department shall be limited to Class II or III liquids.

Section 2 – DEFINITIONS

Approved Nozzle is a listed automatic-closing-type hose nozzle valve with latch-open device designed so that the hose nozzle valve will close automatically in the event the valve is released from a fill opening or upon impact with the ground surface.

Fuel Limit Switch is a mechanism that is manually preset. Located on a tank vehicle, it provides the capability to limit the quantity of product that can be dispensed, either aggregately or intermittently, without being reset.

Mobile Fueling is the dispensing of motor vehicle fuel from tank vehicles into the fuel tanks of motor vehicles.

Remote Emergency Shut-off Device is the combination of an operator carried signaling device and a mechanism on the tank vehicle. Activation of the remote emergency shutoff device sends a signal to the tanker-mounted mechanism and causes fuel flow to cease.

Section 3 – PERMITS

3.1 Permits. A Bellevue Fire Department permit is required for the following:

1. To engage in mobile fleet fueling, and
2. For each site upon which mobile fleet fueling operations are to be conducted. Applications for permits shall be

accompanied by all information required by the chief.

3. The fueling company must be able to demonstrate the financial resources necessary to successfully mitigate a spill and the resulting contamination subsequent to a release during a mobile fueling operation (i.e. proof of insurance or surety bond).
4. Annual permit renewals shall be required to verify the company's proof of financial requirements, provide a list of licensed and trained operators, and verify all DOT inspection requirements for tankers performing mobile fueling.
5. A major spill pollution prevention plan shall be provided and approved by the City of Bellevue Utilities Department. If a storm-water National Pollutant Discharge Elimination System industrial permit has already been issued for the site by the Department of Ecology, the existing plan may be modified to address potential spills from Mobile Fleet Fueling.

3.2 Plans. Each permit application shall be accompanied by plans that depict the site. The site plan shall include property lines, location of buildings and openings into the buildings, facilities, hazardous materials, parking areas that denote both paved and unpaved areas, storm drain locations and discharge points (including water-body to which they drain), access and egress lanes, lighting, fencing, and the proposed area(s) of fueling showing distances to each of the items noted in Section 3.2.

Section 4 – SITE REQUIREMENTS

4.1 Mobile Fleet Fueling shall be conducted in areas designed to prevent fuel from running into or toward buildings, obstructing exits, blocking access of emergency apparatus, entering water ways, sensitive areas or coming into contact with ignition sources.

4.2 The fuel-dispensing nozzle shall be at least 15 feet (4572 mm) from all property lines, streets, alleys, and public ways, buildings, combustible storage, and storm drains.

Section 5 - PERSONNEL REQUIREMENTS

5.1 Driver/operators shall be trained in the operations of mobile tank vehicle fuel dispensing and shall have training for emergencies that may occur during fuel dispensing or vehicle operations. Driver/operators shall be trained in controlling and mitigating unauthorized discharges. When required by the chief, the mobile fleet fueling provider shall submit information regarding the driver/operator training program content and the parameters used to establish competencies and qualifications.

5.2 Records shall be maintained of current driver/operators training.

5.3 Identification shall be carried by driver/operator that will identify their company and themselves. Permits and a site plan shall be carried in the Mobile Fleet Fueling vehicle or maintained at the site that will validate the transfer of fuel at each location.

Section 6 – VEHICLE AND EQUIPMENT REQUIREMENTS

6.1 Vehicle and equipment used for Mobile Fleet Fueling shall be approved in accordance with DOT requirements, NFPA 385 and the following:

- (1) Only approved nozzles and hoses shall be used for Mobile Fleet Fueling.
- (2) Approved communications having the capability to contact a 911 emergency agency shall be readily accessible to the driver/operator in the event of, or during emergency conditions. Approved communication shall include provisions for cellular telephone and radio communication from within the fueling vehicle.
- (3) Provisions shall be maintained on the tank vehicle for controlling and mitigating spills, leaks and unauthorized discharges of at least 5 gallons (19 L). Minimum spill kit requirements shall include absorbent material, absorbent pads, a 10 feet long

absorbent boom, non-metallic shovel and an approved container with a lid.

- (4) A minimum of two approved wheel chocks meeting OSHA and DOT Standards shall be carried on each Mobile Fleet Fueling tank vehicle.
- (5) Tank vehicles shall be maintained in proper repair and free of accumulation of grease, oil or other combustible material.
- (6) Portable fire protection equipment having a minimum rating of 4A: 40B: C shall be provided during fuel dispensing. This requirement may be satisfied with either two 2A: 20B: C extinguishers or a single 4A: 40B: C.
- (7) Tank vehicles shall be equipped with a fuel limit device. The fuel quantity pre-setting limit shall not exceed 500 gallons (1893 L) per setting.

EXCEPTION: 1. Tank vehicles dispensing from tanks or tank compartments not exceeding an individual capacity of 500 gallons (1893 L). 2. Tank vehicles utilizing an approved remote emergency shut-off device. The driver/operator shall constantly carry the signaling device while dispensing fuel.

Section 7 – DISPENSING OPERATIONS

- 7.1 Driver/operators dispensing fuel from tank vehicles shall be responsible for any fuel spill, leak or unauthorized discharge.
- 7.2 The fire code official and other appropriate authorities shall be notified immediately when: (1) Any spills, leaks, or discharges greater than five (5) gallons or not controllable by the driver/operator. (2) Any quantity of a spill or discharge creates a distinct hazard to life or property. (3) A spill, leak or discharge is required to be reported by Federal, state or local regulations.
- 7.3 Smoking or ignition sources shall not be allowed within 25 feet (7620 mm) of mobile tank vehicle fueling dispensing operations. The prohibited area shall be measured from the point of transfer, the hose that is in use and the tank vehicle. Signage for this provision shall be posted during fuel transfer. Signs shall be on the back of the vehicle and both sides.
- 7.4 Vehicles shall be parked in a safe manner in accordance with these requirements. Wheels shall be chocked and safety

interlocks shall be engaged prior to dispensing fuel.

- 7.5 Fuel dispensing shall be conducted with distances not greater than 100 feet (30 480 mm) between the nozzle and the tank vehicle.
- 7.6 Driver/operators shall be constantly in attendance at the nozzle during Mobile Fleet Fueling operations.
- 7.7 Mobile Fleet Fueling shall be conducted in areas where the general public is not permitted. Mobile Fleet Fueling in public right of way areas is prohibited.
- 7.8 Adequate lighting (minimum one-foot candle) shall be provided and operated in an approved manner while conducting all phases of Mobile Fleet Fueling.
- 7.09 There shall be a minimum of 10 feet (3048 mm) between the tank vehicle and the vehicle being fueled.
- 10.10 liquid tight drip pan, with a capacity of not less than 3 gallons shall be provided under each fueling location prior to and during all dispensing operations. An absorbent pad shall be placed within the drip pan. Spills retained in the drip pan need not be reported.
- 10.11 The topping off of tanks is prohibited.

EXCEPTION: Tank vehicles may be parked in areas meeting the requirements of Section 3406.6.2, International Fire Code, 2003 Edition.

For questions or additional information contact the Bellevue Fire Prevention Division of the Bellevue Fire Department at 425-452-6872.