3-06/160.15 - Fuel Deliveries

All fuel deliveries must be scheduled for hours when the designated Department employee can monitor the delivery. Prior to the fuel being dispensed into the tank, the employee shall take a stick reading, witness the vendor's stick reading, and compare the two.

The current capacity in the fuel tanks shall not be discussed with the vendor. After the vendor has completed dispensing the fuel into the tank, the designated employee will take another stick reading and compare it to the delivery invoice to ensure that they correspond.

If there are any problems during the delivery, the employee shall notify the watch sergeant. It will be the watch sergeant's responsibility to advise the unit commander of any discrepancies on an SH-AD-32A, and telephonically notify Fleet Management Unit’s Fuel Coordinator as soon as possible.