



May 4, 2009

Contractor Requirements for Mobile Fueling Operations

Re: Notification of Fleet Fueling Regulations

Dear Sir or Madam:

Section 3406.5.4 of the adopted fire code amendments allows site-dispensing of Class II and Class III motor fuel from a tank vehicle into another motor vehicle under the following provisions:

1. The owner of a mobile fueling operation shall provide to the jurisdiction a written response plan which demonstrates readiness to respond to a fuel spill, carryout appropriate mitigation measures, and to indicate its process to properly dispose of contaminated materials when circumstances require.
2. The tank vehicle shall comply with the requirements of NFPA 385 and Local, State and Federal requirements. The tank vehicle's specific function shall include that of supplying fuel to motor vehicle fuel tanks. The tank vehicle and its equipment shall be maintained in good repair.
3. Signs prohibiting smoking or open flames with 25 feet (7.62m) of the tank vehicle or the point of fueling shall be prominently posted on 3 sides of the vehicle including the bank and both sides.
4. A fire extinguisher with a minimum rating of 40:BC shall be provided on the vehicle with signage clearly indicating its location.
5. The dispensing nozzles and hoses shall be of an approved and listed type.
6. The dispensing hose shall not be extended from the reel more than 100 feet (30.48m) in length.
7. Absorbent materials, non-water absorbent pads, a 10 foot (3.048m) long containment boom, an approved container with lid, and a non-metallic shovel shall be provided to mitigate a minimum 5 gallon fuel spill.
8. Tanker vehicles shall be equipped with a fuel limit switch such as a count-back switch, limiting the amount of single fueling operation to a maximum of 500 gallons (1893 L) between resetting of the limit switch. An exception would be the tanker operator's utilization of a remote emergency shut-off device.
9. Persons responsible for dispensing operations shall be trained in the appropriate mitigating actions in the event of a fire, leak, or spill. Training records shall be maintained by the dispensing company and shall be made available to the Code Official upon request.
10. Operators of tank vehicles used for mobile fueling operations shall have in their possession at all times an emergency communications device to notify the proper authorities in the event of an emergency.
11. The tank vehicle dispensing equipment shall be constantly attended and operated only by designated personnel who are trained to handle and dispense motor fuels.
12. Prior to beginning dispensing operations, precautions shall be taken to assure ignition sources are not present.
13. The engines of vehicles being fueled shall be shut off during dispensing operations.

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14. Night time fueling operations shall only take place in adequately lighted areas.
15. The tank vehicle shall be positioned with respect to vehicles being fueled so as to preclude traffic from driving over the delivery hose and between the tank vehicles and the motor vehicle being fueled.
16. During fueling operations, tank vehicles shall be set, chock blocks shall be in place and warning lights shall be in operation.
17. Motor vehicle fuel tanks shall not be topped off.
18. The dispensing hose shall be properly placed on an approved reel or in an approved compartment prior to moving the tank vehicle.
19. The Code Official and other appropriate authorities shall be notified when a reported spill or unauthorized discharge occurs.

Appendix K of the adopted fire code amendments specifies mobile fueling fee requirements for each vehicle where mobile refueling is conducted.

\$200.00 each for one to three refueling vehicles  
\$400.00 each for four to six refueling vehicles  
\$600.00 each for seven to ten refueling vehicles  
\$800.00 each for eleven or more refueling vehicles

In addition, vehicle permitting requires identification and subsequent permitting of all mobile fueling sites prior to approval. A change in client list for any permitted mobile fueling operation requires immediate notification to this office. Violations of the standard can result in fines not to exceed \$2000 per day as detailed in Section 109.3 of the adopted fire code.

If your company is currently providing mobile fueling services or planning to begin this activity within the City of Fort Worth, make application for permit at the Fort Worth Fire Department Bureau of Fire Prevention, Lower Level of City Hall, 1000 Throckmorton Street.

Applicants shall complete the application and submit a monthly fueling schedule which includes all sites within the City that are serviced by the applicant. An inspector will then make arrangements for an inspection of each fueling vehicle providing service within the City.

Vehicle inspection, fueling schedule and permits for all sites must be present prior to vehicle permit approval. When issued, a copy of the permit must be kept on each vehicle so that it may be presented to the Fort Worth Fire Department Inspector upon request. The mobile fueling vehicle will be subject to inspection at any time

Please make any telephone calls for permits, appointments for inspection or questions to Lieutenant James Horton (817) 392-6840.

Thank you,

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Landon Stallings  
Fire Marshal  
Fort Worth Fire Department

cc: Files (BFP and Revenue)

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**FIRE DEPARTMENT – BUREAU OF FIRE PREVENTION**

THE CITY OF FORT WORTH ★ 1000 THROCKMORTON ★ FORT WORTH, TEXAS 76102  
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