



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

**OP 80.05: Refueling Procedure for University-Owned Vehicles**

**DATE:** October 7, 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish guidelines for the purchase of fuel and propane from Operations Division – Fuel Services.

**REVIEW:** This OP will be reviewed in January of even-numbered years by the Associate Vice President for Operations with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

**POLICY/PROCEDURE**

**1. Hours of Operation**

- a. The automated fuel center will be accessible 24 hours a day, seven days a week.
- b. Assistance for the automated fuel center can be obtained in the Services Office. The Services Office is open 7:45 a.m. to 4:45 p.m., Monday through Friday.

**2. Type and Location**

- a. The automated fuel center is a computer chip-operated, self-service center for unleaded and diesel fuel. Fuel codes are used for generators, authorized gas cans, etc.
- b. Pumps 1 through 4 dispense unleaded fuel; pumps 5 and 6 dispense diesel.
- c. The refueling station is located northeast of the Physical Plant in the 1000 block of Flint Avenue, on the TTU campus.

**3. Procurement and Authorization Procedure**

- a. Departments wanting to set up a fuel account may do so by completing the *Request for Department Fuel Account Form* on the Fuel Services Website (Attachment A) with the following information:
  - (1) Department name;
  - (2) Requester's information, current FOP(s) to which each department will be charged for fuel, department vehicle coordinator; and
  - (3) List of vehicles to be assigned to the fuel account.

- b. Departments wanting to add/delete driver(s) authorized for fuel may do so by completing the *Add/Delete Driver for Fuel Purchase Form* on the Fuel Services Website (Attachment B) with the following information:
  - (1) Department name and FOP(s) to be charged for fuel; and
  - (2) Driver name and R#.
- c. Departments wanting to procure automated fuel chips may do so by completing the *Request for Fuel Chip Form* on the Fuel Services Website (Attachment C) with the following information:
  - (1) Department name and vehicle information;
  - (2) Requester's information and current FOP(s) to which each vehicle will be charged for fuel; and
  - (3) List of vehicles by license number to which each fuel chip / fuel code will be assigned.

#### 4. Security and Responsibility

- a. All departments requesting fuel chips or fuel codes will be completely responsible for all charges made by designated representative(s).
- b. Non-functioning, lost, or stolen fuel chips or fuel codes must be reported to the Fuel Services Office during office hours or via email: [operations.fuel@ttu.edu](mailto:operations.fuel@ttu.edu).
- c. **ONLY STATE-OWNED VEHICLES MAY BE REFUELED AT THIS LOCATION.** Any unauthorized use or noncompliance of state regulations or TTU policy may result in the revocation of a department's or individual's fueling privileges.

#### 5. Care, Maintenance, and Replacement of Fuel Chips

- a. The special data information fuel chip is constructed of durable high-impact composite materials designed to protect the memory from environmental hazards.
- b. The fuel chip will be installed on each department's vehicle(s). Replacements for lost, worn, or unusable fuel chips may be obtained from the Operations Division Garage.
- c. Departments requesting replacement for lost fuel chips will be charged a service fee of \$25.

#### 6. Refilling Propane

Departments wanting to refill propane must call Work Control (742.4OPS) or submit a Work Order through [iServiceDesk](#) to request propane. The Garage staff will contact the requester to set an appointment. A certified staff member will be responsible for refilling propane tanks and will log the department and amount dispensed.

## 7. Safety

- a. **Smoking is always prohibited** around the fuel station and propane tank area.
- b. Prior to handling fuel nozzles, personnel should touch metal poles or other grounded structures to minimize the potential for spark generation during the refueling procedure.
- c. In the event of a spill, Fuel Services (806.742.5163) or Operations Division Garage (742.3332) should be notified immediately. After hours, call 742.4OPS (742.4677).

## 8. General Operation of Fuel Terminal

Each pump is equipped with a chip reader. See the *Fueling System Instructions* on the Fuel Services Website or Attachment D for detailed instructions.

## 9. Pricing/Billing

- a. Unleaded/Diesel – not to exceed cost plus \$0.40
- b. Propane – not to exceed cost plus \$0.20
- c. Notwithstanding (9.a. and b.), pricing may be adjusted to cover the cost of operation.
- d. FOPS will be charged at the first of the month for the prior month's fuel/propane purchases.

[Attachment A: Request for Department Fuel Account Form \(Fuel Services Website\)](#)

[Attachment B: Add/Delete Driver for Fuel Purchase Form \(Fuel Services Website\)](#)

[Attachment C: Request for Fuel Chip Form \(Fuel Services Website\)](#)

[Attachment D: Fueling System Instructions \(Fuel Services Website\)](#)